

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commissioners Meeting
October 13, 2011, 10:30 a.m.
Kensington Metropark – Farm House Grille

1. Chairman's Statement
2. Public Participation
3. Minutes
 - A. Aug. 30, 2011 – Special Meeting
 - B. Sept. 8, 2011 – Regular Meeting
4. Financial Statements – September 2011
5. Vouchers – September 2011
6. Purchases
 - A. Cooperative Office Supplies (pg. 1)
7. Reports
 - A. Metro Beach
 1. Agreement – Metro Parkway Maintenance, Macomb County Department of Roads (pg. 7)
 2. Agreement – Pathway Maintenance, Harrison Township (pg. 11)
 3. Agreement – Pathway Maintenance, Clinton Township (pg. 15)
 - B. Stony Creek
 1. Agreement – 26 Mile Road Maintenance, Macomb County Department of Roads (pg. 19)
 2. Request to Purchase Land by NMSC) (pg. 23)
 3. Bids – Cart Path Repairs, Stony Creek Golf Course (pg. 27)
 - C. Willow
 1. Bids – Replace Underground Fuel Storage Tank with Aboveground Tank System, Service Area (pg. 29)
 - D. Lake Erie
 1. Bids – Replace Sewage Pump System, Pool Activity Area (pg. 31)
 2. Bids – Replace Boiler System, Marina Building (pg. 33)
 - E. Administrative Office
 1. Report – Deer Management (pg. 35)
 2. Report – Golf Course Maintenance (pg. 41)
 3. Update – Golf Course Maintenance Contract RFP (pg. 47)
 4. 2011 Pension Plan Contribution (pg. 83)
 5. 2011 Investment Reports
 - a. Pension Plan (pg. 89)
 - b. Retiree Health Care Trust (pg. 91)
 6. Third Quarter 2011 Appropriation Adjustments (pg. 93)
 7. 2012 Fees and Charges (pg. 95)

AGENDA
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Page Two

- 7. Reports
 - E. Administrative Office
 - 8. Update – Strategic Plan (pg. 119)
 - 9. Relocation of Replicated Giant Michigan Stove from State Fairgrounds (pg. 149)
 - 10. Donations (pg. 151)
 - 11. Report – Legislative (pg. 153)
- 8. Director's Comments
- 9. Commissioners' Comments
- 10. Motion to Adjourn

A Pension Committee Meeting will take place prior to the Oct. 13 Board meeting at **8:30am** at the Administration Office Board Room with a Retiree Health Care Trust meeting immediately following.

The next regular Board of Commissioners meeting will be held on Thursday, Nov. 10 at 10:30 a.m. at the Administrative Office.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Maria van Rooijen, Buyer
 Project No: 001722
 Project Title: Cooperative Office Supplies
 Location: All Metroparks
 Date: October 6, 2011

Scope of Work: Furnish and Deliver Office Supplies to all the Metropark locations for a contract period of three years and (two) one-year extensions.

Administrative Summary

- Request for Proposals (RFP's) were advertised, posted on the MITN e-procurement site, received, publicly, opened and read aloud by Oakland County on March 9, 2011 for office supplies. This proposal is a cooperative effort between Oakland County and other local entities which include: Macomb County, Rochester Hills, Farmington Hills, Dearborn, Romulus, West Bloomfield Township, Huron-Clinton Metropolitan Authority and SMART. In addition, extension is offered to all MITN Purchasing Cooperative Members locally and all public agencies nationally through "Oakland County-America Save Program". Although the estimated annual purchase volume for Huron-Clinton Metroparks is approximately \$75,000 per year, aggregating the volume locally brings total estimated annual purchase volume to \$2 million.
- The specifications called for volume discount pricing on over 500 highly used office supply products (including toner). These items were determined by the cooperative to be the most often ordered and made up approximately 75 percent of each entities office supplies budget. Also requested as part of the specification were contracted additional discounts off the published list price for any remaining items in their catalog.
- The evaluation committee included purchasing staff from all the local agencies listed above. After evaluation of the proposals the committee is recommending Office Max whose proposal best met the specifications for price (including rebates), product offering (including green products), references, customer service, fill rate, returns and experience. In evaluating the responses, the committee focused on the following:
 - Vendor's responsiveness to provide competitive pricing for specified products
 - Demonstrated commitment to customer service
 - Demonstrated commitment to green initiatives
 - Demonstrated commitment to technology

Office Max was found to be the most responsive to the RFP and provided very competitive pricing. In addition, their proposal included a volume rebate estimated to be 3-4 percent per year as well as a 10 percent volume rebate for the first 90 days to cover "start-up" costs. Their references were excellent and they are committed to customer service, with a help desk located in the U.S., 24 customer fulfillment centers located in the U.S. and 43 retail outlets located in MI. The evaluation committee is confident in their ability to comply with the terms of the RFP.

Recommendation: That the Board of Commissioners award Project 001722 contract for office supplies to Office Max in an estimated annual cost of \$75,000 for a period of three (3) years and for two (2) additional one-year periods under the same terms and conditions upon mutual consent of the cooperative and vendor, as recommended by Buyer Maria van Rooijen and staff.

Office Supplies Cumulative Summary Event 001722					
Vendor		Staples	Detroit Pencil	OfficeMax	Global Office
Firms qualification information and reference verification	Highest Points				
	Assigned	Comments	Comments	Comments	Comments
	30 points	<p>good across the board- Will continue a 3 day a week delivery schedule or will offer 5-day a week. 2nd Largest "e-tailer behind Amazon, 2200 stores. Tim Pagel is our Account executive. The following references were included: Wahtenaw County, Cuyahoga County, OH, Montgomery County, OH & The State of Indiana. In general I thought the proposal was not easily read I had to flip through a lot to find answers to questions.</p>	<p>warehouse small, not sure of dedication to delivery of items not on core list. References not large except for oakland university. Well organized proposal - Does have web-functionality. References include Oakland University & Road Commission for Oakland County. They have a couple of private sector references as well</p>	<p>With large local presence at UM, MSU, and Wayne State and utilizing their controlled delivery system. Well organized with an excellent overview of Office Max. References include Waynes State, Michigan State, & University of Michigan. Does have a significant web presence. We do have a dedicated account rep (Chris Zott)</p>	<p>global itself is small, part of larger distribution chain, references include furniture and janitorial supplies. Web site presentation is good. Well organized proposal - Does have web-functionality. Strategic Partner with SP Richards. References include Wayne RESA and private sector including Quicken Loans & Meadowbrook Insurance references as well</p>
Total		159	148	173	152

<p>Section B questions and answers excluding Web response and pricing</p> <p>1. Product Selection – Proposers are expected to have a wide range of products available for immediate shipment or delivery. Responding vendors are to propose equal products or house brand to OfficeMax brand products. All other items should be like manufacturers. Responding vendors should include a CD and/or a catalog of items available. Inventory is expected to be comparable to a "big box" office supply store. The County still utilizes stamps, self-inking, signature, and embossed. Pricing and the process to order these is to be included in the response.</p> <p>2. Green Products – Proposers should outline products and options the County has in purchasing "green" products</p> <p>How does your firm designate and detail the green content for the end users to review?</p> <p>Are separate yearly usage reports available for green purchases?</p> <p>Explain in detail any potential green product programs available to the County and any piggy customers.</p> <p>3. Service – The awarded proposer will be expected to provide quality customer service. To ensure this goal is met, proposers are asked to submit evidence of superior customer service in all areas.</p> <p>4. Fill Rate – Proposer should indicate the company's fill rate for the past twelve months for both South East Michigan and the overall national fill rate for all customers. Include the address and square footage of your firm's distribution center and number of items in that locations inventory.</p> <p>5. Returns– Proposer should outline process for return, giving details of how credits are made and what restrictions are placed on returns. This includes return policy on toner cartridges.</p> <p>6. Catalogs & Product Information – Supply proof of products available. Responder should indicate how information is conveyed to purchasers about product types, availability, and prices. This also includes and changes to processes.</p> <p>Can and will vendor supply a separate core list catalog if awarded?</p> <p>7. Invoicing- Describe the invoice process and options available to the County.</p> <p>Does your firm provide discounts for prompt payment? Example: 2% 10 days net 30</p> <p>Can a centralized monthly bill be generated and how often?</p> <p>Can your firm provide bi-monthly invoices?</p> <p>How are end-user purchases designated on the central bill?</p> <p>Is all invoicing information this available electronically?</p> <p>Furnish a copy of a central invoice currently utilized</p> <p>8. Delivery – The County is currently receiving desktop delivery to the locations designated in Appendix F-5. This list includes the majority of billing codes that will be used by the County, but billing codes may have like delivery locations. The County is asking vendors to respond to this delivery schedule and the County may also consider alternatives. This factor will be a component of the criteria for evaluation. Proposer should outline all delivery information, including any associated discount or additional charges or restrictions.</p> <p>The County will not negotiate a fuel surcharge at any time nor expect one to be presented in the RFP response.</p> <p>Include in your response:</p> <p>Specify your firms personnel policy on background checks conducted on delivery personnel.</p> <p>Note: All delivery personnel will be required to pass the County background check due to secure County locations and State law</p> <p>9. Rebates – The responders that offer any type of rebates based on volume of purchases, both for the County and overall proposed cooperative offer, are to include that information in the proposal.</p> <p>10. Records – The proposer should outline in detail what type of purchase records are available to the County via this web on a self-service basis and requested basis</p> <p>11. Complaints or Issues – Responders should outline how complaints are resolved starting at the end-user level.</p>	<p>best rebates for MITN Customized products and assortment, Products from MWBE & Small Business, 4,000 Staples Brands, Staples Print Technology & Promotional Solutions. They also have a Facility Solutions section which includes environmental products. Special Order Furniture not returnable. -14 days on everything else. Responded Fill Rate 98% next-business day - Case studies have no name?? Invoicing process acceptable. I can't tell how long pricing on core items is good for. - I don't like that rebates can be withheld if the customer does not pay ALL invoices within payment terms (seems hinky) 10% Contract terms incentive & 1% annual rebate for MITN extension (WHY IS IT NOT BASED ON TOTAL VOLUME FOR EVERYONE?)</p>	<p>Delivery process is two steps. Actually not stocking in own warehouse. OP will stock all items on the core list and will have them available for same day delivery. They 10,000 items in their catalog for next day delivery -90 days return policy if in original package Responded Fill Rate 98.06% - Electronic Order Rebate. DO NOT LIKE THE "Average Order Rebate", Rebates are aggregated. It looks like 2%-invoicing meets specification</p>	<p>product selection ok Exellent web technical. Lots of green products. Over 10,000 items in warehouse which can be delivered 24-48 hours from core. Private delivery fleet. 99+% fill rate. Invoicing is customizable. Returns can be done on-line. No early payment discounts. Total Volume will be aggregated for rebate. It looks like 3%. Returns must be within 30 days & need a copy of the original packing slip.</p>	<p>rebates not as good , delivery is questionable technically step back from current standards</p> <p>GOS with SP Richards has access to 24,000 SKU's between Grand Rapids & Chicago in their catalog for next day delivery -"ANYTIME" return policy if in original package with packing list Responded Fill Rate 98.15% locally - IF Electronic Order it looks like 1.5%-invoicing meets specification</p>
<p>60 points</p>	<p>254</p>	<p>227</p>	<p>277</p>	<p>257</p>
<p>Total</p>	<p>254</p>	<p>227</p>	<p>277</p>	<p>257</p>

Functionality of web for ordering and administration					
<p>Ordering – Proposers should provide information on the ordering process that will be used by the County and any other entity that may piggyback on the awarded contract.. The County requires a complete web based on-line ordering and administration system. Responders need to provide ample details on how their firm's on-line ordering system works. This Web Functionality is required. The functionality of the web solution will be evaluated as a separate component. The County reserves the right to evaluate the online system via live demonstration.</p> <p>Please review specific aspects below and respond.</p> <p>Minimum web functionality to be addressed:</p> <p>Furnish a user name and password for each end user.</p> <p>Describe attributes needed for establishing an end user?</p> <p>Does the system allow end-users to store repetitive orders for more efficient ordering?</p> <p>Does system give ship dates for out-of-stock or backorder items and can a report be generated?</p> <p>Can shipping easily be added or deleted on the web site?</p> <p>Does the site allow a single end user the ability to ship to multiple locations?</p> <p>Describe the web systems overall administrator rights and capabilities?</p> <p>How does the administrator add/ delete or change attributes of an end user?</p> <p>Is AP functionality available via the web?</p> <p>Does the system offer ad hoc reporting?</p> <p>List and demonstrate the systems system canned reports and what are they?</p> <p>Does the system maintain the contractual pricing for each entity, including both current and historical pricing?</p> <p>If item is out of stock, are alternate or substitute items presented at point-of-order input?</p> <p>Can specific items be restricted at point-of-order input on all ordering systems? If not, how would item restriction be handled?</p> <p>Can the end users easily compare like products on the web?</p> <p>Is quantity pricing discounts available for a single item on the web? Example: if one needs 500 1" binders on a single order versus ordering a single carton of 12.</p> <p>Can orders be routed for approval by dollar value level or product type? Can there be secondary approvers if the primary is not available?</p>	30 points	appears to be robust Looks easy enough. It seems very similar to what we are using now. Returns, reports, etc on-line.	budget can be added to user but other functions appear limited technically very low step back from current standards Website is not as robust as what we are using now. I would like a better demonstration of how it works -	Website easy to use, up-grading. Looks easy enough. It seems very similar to what we are doing now. Returns, reports, etc on-line :	Website looks fairly user friendly but I'm not sure it is as robust as what we are using now. I would like a better demonstration of how it works
Total	173	117	165	144	

<p>Pricing of Core items and Pricing on Non-Core Items</p>										
<p>Pricing – Proposers are to complete the attached pricing sheets for the County and MITN members. The items selected for the pricing sheet reflect the most utilized items, core items of the current contract. The pricing sheets include, to our best ability, past fiscal year usage numbers. The County items have been reviewed and have been consistent for the past 3 years, but with a slight downward trend due to budget restraints and loss of personnel. The quantities are annual estimates and are based on historical data. The numbers are estimates only and the County will purchase on an "as needed basis". The items reference OfficeMax catalog numbers because they are the incumbent vendor. MITN participants in this RFP have various suppliers. They will be utilizing their numbers.</p> <p>Minimum questions and statements that are to be addressed for consideration:</p> <p>How long number of months will core pricing and catalog pricing be maintained once the contract is awarded?</p> <p>Describe the process to notify the County administrator when manufactures/industry price increase/decrease occur and how?</p> <p>Quotation pricing must be per listed unit of measure or the alternate needs to be stated.</p> <p>If alternate manufacturer is quoted for non- OfficeMax items state Mfg. name.</p> <p>Item listed are expected to be stocked in distribution center.</p> <p>All paper items are currently available in reams and are expected to be available with the new contract.</p> <p>Can quantity price breaks be established on items and can they be loaded into the proposed web system?</p>	<p>60 points</p>	<p>Core & Non-core seem aggressively priced-1 year. They do list several Staples products. It looks like we can create our own lists</p>	<p>as of 7-01 reserves the right to change the list price of non-core items and review quarterly</p> <p>Core Pricing good through December 2011, non-core will be reviewed every quarter. Recommended calling for a quote for price breaks on non-core.</p>	<p>Core Pricing good through December 2011, non-core will be semi-annually. Yes the paper question-</p>	<p>six months on core list, catalog dependent on mfg changes, paper /toner every three months</p> <p>Core Pricing good for 6 mos. Except paper. Catalog pricing will increase as MFG price does.</p>	<p>265</p>	<p>338</p>	<p>Not really any concrete opportunities</p> <p>Refers to a National Cooperative program to manage outside MI? GOS would brand the program as a "Rebuild America" program. Not sure how this helps anyone but Oakland County for the administrative fee</p>	<p>47</p>	<p>868</p>
<p>Added value or Additional Information – Responders are encouraged to add any additional information to help the County determine which proposal is in the County's best interest.</p> <p>Supply white papers or testimonials of innovative processes that have cut costs for a customer similar or larger than the County</p>	<p>20 points</p>	<p>Addressed an integrated system and had a white paper, but hard to discern if plausible.</p> <p>Spoke of Integrated solution - but nothing highlighted that was outstanding.</p>	<p>A very "interesting" proposal to lower Process costs-Proposes to take over our the process from our end-users. We are concerned about heavy stocking</p>	<p>Added values spelled out well, Print solution could be helpful to some.</p> <p>Referred to incumbency as added value. Spoke of Integrated solutions. Very similar to Staples</p>						
<p>Total</p>		<p>68</p>	<p>63</p>	<p>81</p>						
<p>Grand Total</p>		<p>949</p>	<p>715</p>	<p>1034</p>						



HURON-CLINTON METROPOLITAN AUTHORITY

7 - A - 1
Meeting of October 13, 2011

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: Macomb County Department of Roads - Maintenance Agreement
Date: October 6, 2011

The Authority would like to continue with a maintenance agreement with the Macomb County Department of Roads to maintain grass and weed control on Metropolitan Parkway from Jefferson to Schoenherr roads.

The agreement would be in effect through September 30, 2012. The Department of Roads will pay the Authority \$42,101.11 for grass and weed control services.

Attachment: Agreement – Metro Parkway Maintenance, Macomb County Dep't. of Roads

Recommendation: That the Board of Commissioners approve the Maintenance Agreement with the Macomb County Department of Roads for maintenance of the Metropolitan Parkway for the period between October 1, 2011 through September 30, 2012 as recommended by Deputy Director Almas and staff.

MUNICIPAL MAINTENANCE CONTRACT AGREEMENT – METRO PARKWAY

This Contract made this _____ day of _____, 2011 between the **Macomb County Department of Roads** (hereinafter referred to as “**Department of Roads**”), and the **Huron-Clinton Metropolitan Authority** (hereinafter referred to as “**HCMA**”), and serves as an Agreement for the fiscal year beginning October 1, 2011 and ending October 31, 2012.

WHEREAS, it is deemed both necessary and practical by both parties that Metropolitan Parkway from Jefferson to Schoenherr under the jurisdiction of the **Department of Roads** be provided grass and weed control maintenance through and by maintenance forces of the **HCMA**; and

WHEREAS, it is declared that the work to be performed under this Agreement is a governmental function and it is the intent of the parties that the **HCMA** shall perform the work under this Agreement in a manner and with such frequency as to maintain the roadways in a condition reasonably safe and convenient for public travel and/or to prevent a condition from becoming a nuisance; and,

WHEREAS, the manner in which the work is to be performed will be within the discretion and control of the **HCMA** as to what services it feels is necessary and proper weed and gross control along Macomb County primary road; and the **City’s** corporate limits; and

WHEREAS, the parties further declare that the contractual undertaking of the **HCMA** pursuant to this Agreement, confers contractual rights only on the **Department of Roads** and **HCMA** and does not confer third party beneficiary or other contractual rights in any other person to recover damages to person or property from the **Department** or **HCMA**; and

WHEREAS, the parties agree the **HCMA** shall maintain automobile liability insurance in the compliance with the No-Fault Automobile Insurance Laws of the State of Michigan for motor vehicles used by the **HCMA** for work performed under this Agreement; and

WHEREAS; during the duration of the Agreement, the parties agree the **Department of Roads** does not assume any liability resulting from the negligent actions or negligent operation of any motor vehicles, by any officer, agent or employee of the **HCMA** in connection with the performance of services under this Agreement; and

FURTHER, in consideration of the promises and acknowledgments of the parties hereto, the **Department** agrees to pay the **HCMA** the amount of \$42,101.11 for grass and weed control for said services performed by the **HCMA** during the fiscal year and in accordance with the above terms and conditions.

EXECUTED: _____, _____
(Month and Day) (Year)

Huron-Clinton Metropolitan Authority

Macomb County Department of Roads

By: _____
Anthony V. Marrocco, Chairman

By: _____
Robert Hoepfner P.E., Director of Roads

And: _____
John C. Hertel, Secretary

Date: _____

Date: _____



HURON-CLINTON METROPOLITAN AUTHORITY

7 - A - 2
Meeting of October 13, 2011

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: Agreement – Path Maintenance, Harrison Township
Date: October 6, 2011

Attached is the proposed renewal Pathway Maintenance Agreement with the Charter Township of Harrison for snow plowing, grass cutting on path margins and sweeping of the hike/bike trail located in Harrison Township for the period of Nov. 1, 2011 through Oct. 31, 2012.

Harrison Township will pay the Authority the following rates:

- Full-Time employee grass cutting and snow plowing wages at \$50.23 per hour;
- Seasonal employee grass cutting and sweeping at \$11.78 per hour and \$17.67/O.T.;
- Equipment at \$120.00 per 8-hour period; and
- Salt prorated at \$47.68 per ton.

Attachment: Path Maintenance Agreement, Harrison Township

Recommendation: That the Board of Commissioners approve the Path Maintenance Agreement with the Charter Township of Harrison for the period of November 1, 2011 through October 31, 2012 as recommended by Deputy Director Almas and staff.

PATH MAINTENANCE AGREEMENT – HARRISON TOWNSHIP

THIS AGREEMENT, made and entered into this _____ day of _____, 2011 by and between the **Charter Township of Harrison** (the "Township") whose address is 38151 L'Anse Creuse, Harrison Township, Michigan 48045 and the **Huron-Clinton Metropolitan Authority** (the "Authority") whose address is 13000 High Ridge Drive, Brighton, Michigan 48114.

WHEREAS, the Township is the owner of a hike/bike path located in Harrison Township, Macomb County, Michigan, along the route designated in Exhibit A hereto attached (the "Bicycle Trail"); and

WHEREAS, the Authority owns, operates and maintains Metro Beach Metropark (the "Metropark") which is contiguous to the Path as shown in Exhibit A hereto attached; and

WHEREAS, the Township has requested the Authority to assist the Township by providing certain maintenance services on the Path, and the Authority is adequately staffed and equipped to provide such services, and is willing to do so upon certain conditions;

NOW, THEREFORE, the parties hereto agree as follows:

1. During the term of this Agreement, the Authority agrees to provide the following maintenance services (the "Services") on the Path:
 - a. snow plowing,
 - b. grass cutting on Path margins, and
 - c. sweeping.

The Services do not include, and the Authority does not undertake, maintenance or repair of the Path surface or other structural elements, any clearance of obstacles or blockages or any activity which is intended to survey, monitor, identify, report, correct, modify, change or improve any condition of the Path with respect to the safety of the Path for travel of persons or vehicles or the safety in any respect of any person having occasion to use the Path. Rather, the Services will be provided on an occasional basis, solely to enhance the recreational characteristics of the Metropark.

2. The Township agrees to maintain the insurance coverages described below and to indemnify and hold harmless the Authority, its Commissioners, officers, agents and employees against any and all claims, suits, losses, damage or injury to persons or property of whatever kind or nature, whether direct or indirect, arising out of or in connection with performance of the Services or otherwise in connection with this agreement. The Township shall procure at its own expense Comprehensive General Liability Insurance coverage, including personal injury liability and property damage liability coverage, together with Broad Form Contractual Insurance coverage sufficient to protect the Township and the Authority, its Commissioners, officers, agents and employees from any claims for damage to property and for personal injuries which may arise in connection with performance of the Services or otherwise in connection with this Agreement. A Certificate or Certificates of Insurance describing the coverages required hereunder must be furnished the Authority by the Township showing all premiums paid prior to the provision of any Services by the Authority. The Certificate of Insurance must name the

Authority as an "Additional Insured" in relation to the maintenance of the Path. The insurance policy or policies shall contain an endorsement providing for furnishing the Authority thirty (30) days' written notice prior to any material change, termination or cancellation of the insurance policy or policies. The Township shall provide Comprehensive General Liability insurance with the following limits of liability:

Bodily Injury Liability \$1,000,000 each occurrence
 \$1,000,000 aggregate

Property Damage Liability \$ 100,000 each occurrence
 \$ 100,000 aggregate

The Broad Form Contractual Insurance shall provide coverage in the amount of \$1,000,000.

It is expressly understood and agreed by and between the parties that the liability of the Township hereunder shall not be limited to the aforementioned insurance coverage.

3. This Agreement shall become effective upon execution by the duly authorized agents of the parties, and shall remain in effect from November 1, 2011 through October 31, 2012 unless and until thirty (30) days after either party shall notify the other party in writing of its election to terminate.

4. It is further agreed that the Township will reimburse the Authority for the services listed below against the Authority's invoice for the period beginning the first day of November, 2011 and ending the last day of October, 2012 at the following rates:

1. Full-Time employee grass cutting and snow plowing wages at \$50.23 per hour.
2. Seasonal employee grass cutting and sweeping at \$11.78 per hour/\$17.67/O.T.
3. Equipment at \$120.00 per 8-hour period.
4. Salt prorated at \$47.68 per ton.

IN WITNESS WHEREOF, the parties have caused these presents to be executed and delivered by their duly authorized officers on the date first given above.

Huron-Clinton Metropolitan Authority

Charter Township of Harrison

By: _____
Anthony V. Marrocco, Chairman

By: _____
Kenneth Verkest, Harrison Twp Supervisor

And: _____
John C. Hertel, Secretary

And: _____
Jan P. Jorgensen, Harrison Twp. Clerk

Date: _____

Date: _____



HURON-CLINTON METROPOLITAN AUTHORITY

7 - A - 3
Meeting of October 13, 2011

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: Path Maintenance Agreement, Clinton Township
Date: October 6, 2011

Attached is the proposed renewal Pathway Maintenance Agreement with the Charter Township of Clinton for snow plowing, grass cutting on path margins and sweeping of the hike/bike trail located in Clinton Township for the period of Nov. 1, 2011 through Oct. 31, 2012.

Clinton Township will pay the Authority the following rates:

- Full-Time employee grass cutting and snow plowing wages at \$50.23 per hour;
- Seasonal employee grass cutting and sweeping at \$11.78 per hour and \$17.67/O.T.;
- Equipment at \$120.00 per 8-hour period; and
- Salt prorated at \$47.68 per ton.

Attachment: Path Maintenance Agreement, Clinton Township

Recommendation: That the Board of Commissioners approve the Path Maintenance Agreement with the Charter Township of Clinton for the period of November 1, 2011 through October 31, 2012 as recommended by Deputy Director Almas and staff.

THIS AGREEMENT, made and entered into this _____ day of _____, 2011 by and between the **Charter Township of Clinton** (the "Township") whose address is 40700 Romeo Plank Road, Mount Clemens, Michigan 48038 and the **Huron-Clinton Metropolitan Authority** (the "Authority") whose address is 13000 High Ridge Drive, Brighton, Michigan 48114.

WHEREAS, the Township is the owner of a hike/bike path located in Clinton Township, Macomb County, Michigan, along the route designated in Exhibit A hereto attached (the "Bicycle Trail"); and

WHEREAS, the Authority owns, operates and maintains Metro Beach Metropark (the "Metropark") which is contiguous to the Path as shown in Exhibit A hereto attached; and

WHEREAS, the Township has requested the Authority to assist the Township by providing certain maintenance services on the Path, and the Authority is adequately staffed and equipped to provide such services, and is willing to do so upon certain conditions;

NOW, THEREFORE, the parties hereto agree as follows:

1. During the term of this Agreement, the Authority agrees to provide the following maintenance services (the "Services") on the Path:
 - a. snow plowing,
 - b. grass cutting on Path margins, and
 - c. sweeping.

The Services do not include, and the Authority does not undertake, maintenance or repair of the Path surface or other structural elements, any clearance of obstacles or blockages or any activity which is intended to survey, monitor, identify, report, correct, modify, change or improve any condition of the Path with respect to the safety of the Path for travel of persons or vehicles or the safety in any respect of any person having occasion to use the Path. Rather, the Services will be provided on an occasional basis, solely to enhance the recreational characteristics of the Metropark.

2. The Township agrees to maintain the insurance coverages described below and to indemnify and hold harmless the Authority, its Commissioners, officers, agents and employees against any and all claims, suits, losses, damage or injury to persons or property of whatever kind or nature, whether direct or indirect, arising out of or in connection with performance of the Services or otherwise in connection with this agreement. The Township shall procure at its own expense Comprehensive General Liability Insurance coverage, including personal injury liability and property damage liability coverage, together with Broad Form Contractual Insurance coverage sufficient to protect the Township and the Authority, its Commissioners, officers, agents and employees from any claims for damage to property and for personal injuries which may arise in connection with performance of the Services or otherwise in connection with this Agreement. A Certificate or Certificates of Insurance describing the coverages required hereunder must be furnished the Authority by the Township showing all premiums paid prior to the provision of any Services by the Authority. The Certificate of Insurance must name the

Authority as an "Additional Insured" in relation to the maintenance of the Path. The insurance policy or policies shall contain an endorsement providing for furnishing the Authority thirty (30) days' written notice prior to any material change, termination or cancellation of the insurance policy or policies. The Township shall provide Comprehensive General Liability insurance with the following limits of liability:

<i>Bodily Injury Liability</i>	<i>\$1,000,000 each occurrence</i> <i>\$1,000,000 aggregate</i>
<i>Property Damage Liability</i>	<i>\$ 100,000 each occurrence</i> <i>\$ 100,000 aggregate</i>

The Broad Form Contractual Insurance shall provide coverage in the amount of \$1,000,000.

It is expressly understood and agreed by and between the parties that the liability of the Township hereunder shall not be limited to the aforementioned insurance coverage.

3. This Agreement shall become effective upon execution by the duly authorized agents of the parties, and shall remain in effect from November 1, 2011 through October 31, 2012 unless and until thirty (30) days after either party shall notify the other party in writing of its election to terminate.

4. It is further agreed that the Township will reimburse the Authority for the services listed below against the Authority's invoice for the period beginning the first day of November, 2010 and ending the last day of October, 2011 at the following rates:

1. Full-Time employee grass cutting and snow plowing wages at \$50.23 per hour.
2. Seasonal employee grass cutting and sweeping at \$11.78 per hour/\$17.67/O.T.
3. Equipment at \$120.00 per 8-hour period.
4. Salt prorated at \$47.68 per ton.

IN WITNESS WHEREOF, the parties have caused these presents to be executed and delivered by their duly authorized officers on the date first given above.

Huron-Clinton Metropolitan Authority

Charter Township of Clinton

By: _____
Anthony V. Marrocco, Chairman

By: _____
Robert J. Cannon, Clinton Twp. Supervisor

And: _____
John C. Hertel, Secretary

And: _____
George Fitzgerald, Clinton Twp. Clerk

Date: _____

Date: _____



HURON-CLINTON METROPOLITAN AUTHORITY

7 - B - 1
Meeting of October 13, 2011

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: Agreement – 26 Mile Road Maintenance, Macomb County Dep't of Roads
Date: October 6, 2011

The Authority would like to continue a maintenance agreement with the Macomb County Department of Roads to maintain grass and weed control for the 26 Mile Road median, from Stony Creek Metropark to M-53.

This agreement would be in effect Nov. 1, 2011 through Oct. 31, 2012. The Macomb County Department of Roads will pay the Authority \$7,990.00 for grass and weed control services.

Attachment: 26 Mile Road Maintenance Agreement

Recommendation: That the Board of Commissioners approve the Maintenance Agreement with the Macomb County Department of Roads for maintenance of the 26 Mile Road median for the period of Nov. 1, 2011 through Oct. 31, 2012 as recommended by Deputy Director Almas and staff.

This **Contract** made this _____ day of _____, 2011 between the **Macomb County Department of Roads** (hereinafter referred to as “**Department of Roads**”), and the **Huron-Clinton Metropolitan Authority** (hereinafter referred to as “**HCMA**”), and serves as an Agreement for the fiscal year beginning November 1, 2011 and ending October 31, 2012.

WHEREAS, it is deemed both necessary and practical by both parties that 26 Mile Road median from Stony Creek Metropark to M-53 (not including the M-53 roundabouts) under the jurisdiction of the **Department of Roads** be provided grass and weed control maintenance through and by maintenance forces of the **HCMA**; and;

WHEREAS, it is declared that the work to be performed under this Agreement is a governmental function and it is the intent of the parties that the **HCMA** shall perform the work under this Agreement in a manner and with such frequency as to maintain the roadways in a condition reasonably safe and convenient for public travel and/or to prevent a condition from becoming a nuisance; and,

WHEREAS, the manner in which the work is to be performed will be within the discretion and control of the **HCMA** as to what services it feels is necessary and proper weed and grass control along Macomb County primary road; and the **City’s** corporate limits; and

WHEREAS, the parties further declare that the contractual undertaking of the **HCMA** pursuant to this Agreement, confers contractual rights only on the **Department of Roads** and **HCMA** and does not confer third party beneficiary or other contractual rights in any other person to recover damages to person or property from the **Department of Roads** or **HCMA**; and

WHEREAS, the parties agree the **HCMA** shall maintain automobile liability insurance in compliance with the No-Fault Automobile Insurance Laws of the State of Michigan for motor vehicles used by the **HCMA** for work performed under this Agreement; and

WHEREAS, during the duration of the Agreement, the parties agree the **Department of Roads** does not assume any liability resulting from the negligent actions or negligent operation of any motor vehicles, by any officer, agent or employee of the **HCMA** in connection with the performance of services under this Agreement; and

FURTHER, in consideration of the promises and acknowledgments of the parties hereto, the **Department of Roads** agrees to pay the **HCMA** the amount of \$7,990.00 for grass and weed control for said services performed by the **HCMA** during the fiscal year and in accordance with the above terms and conditions.

EXECUTED: _____,
(Month and Day) (Year)

Huron-Clinton Metropolitan Authority

Macomb County Department of Roads

By: _____
Anthony V. Marrocco, Chairman

By: _____
Robert Hoepfner P.E., Director of Roads

And: _____
John C. Hertel, Secretary

Date: _____

Date: _____



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: George Phifer, Executive Secretary
 Subject: Land Sale
 Location: Stony Creek (Inwood & Mt. Vernon)
 Date: October 6, 2011

Background: The Metroparks purchased 33 acres of land located on the NE corner of Inwood and Mt. Vernon situated in Washington Twp, Macomb County In 1977 for \$99,000. This property is currently undeveloped, and there are no existing plans to develop or improve this property at this time.

At the regular January 2010 Commissioners meeting, a representative from the North Macomb Sportsmen Club (NMSC), made a request to the HCMA Board of Commissioners, requesting to purchase this property. The HCMA Board of Commissioners directed staff to further investigate the potential of a sale including a natural features inventory and to authorize staff to conduct further discussions with the North Macomb Sportsmen's Club.

As directed, staff has (1) been working with the Michigan Department of Natural Resources (MDNR), to determine whether or not this property was encumbered under the anti-conversions requirements of a previous grant agreement, (2) completed a natural features inventory, (3) conducted further discussions with the NMSC at a meeting held at the site earlier this year, and (4) completed appraisals on this property.

At a regular July 2011 Commission meeting, the HCMA Board of Commissioners, directed staff to seek appraisals on the above listed property, and provide several options for the Board to consider; if a decision was made to sell the property. HCMA staff looked at a possible land swap, sale, and/or a combination of both.

Appraisals were completed by Integra Realty Resources and Gilbert A. Zook during the month of August. The appraisal results were as follows:

Integra Realty Resources

- 21 Acres \$90,000
- 30 Acres \$76,000

Gilbert A. Zook

- 21 Acres \$52,500
- 30 Acres \$52,500

Certain portions of land at Stony Creek Metropark were purchased with assistance of the Federal Land and Water Conservation Fund (LWCF). In addition, portions of the hike-bike trail were constructed with grant assistance from the LWCF. In accordance with the grant agreements and federal regulations, property purchased with federal assistance for the purposes of recreation, or property within defined project boundaries, cannot be sold or leased for non-recreation purposes without prior approval of the granting agency and mitigation of the site. Until there was written assurance by the MDNR administrator of LWCF, stating that the subject property was not encumbered by a grant agreement, Authority staff was reluctant to recommend the sale of any property.

Chief Engineer Mike Arens had been in direct contact with the MDNR, to assist HCMA with clarifying whether or not this property is encumbered under the anti-conversion requirements of the MDNR and LWCF.

On Sept. 7, 2011, Chief Engineer Mike Arens received an email response from Mr. Jon Mayes, Recreation Grants Manager for the MDNR, indicating that the subject 30 Acres (Inwood & Mt. Vernon) parcels currently under consideration for a possible sale is encumbered.

This decision by the MDNR creates a conversion issue for the sale of this property. The property could not be sold or leased, unless there is a mitigation plan pre-approved by the MDNR and the National Park Service prior to the sale of this property.

For the past year, HCMA has been working with the MDNR, in an effort to resolve a separate land conversion issue, for property currently located at Stony Creek Metropark. Discussion is ongoing with the MDNR regarding this matter.

Attachment: Correspondence relating to proposed land sale

Recommendation: That the Board of Commissioners provide staff with direction on whether to maintain ownership of these parcels.

George Phifer

From: Mike Arens
Sent: Wednesday, September 07, 2011 4:07 PM
To: Sue Nyquist; George Phifer; Dave Moilanen; Greg Almas
Subject: FW: Proposed Sale of Land to NMSC

FYI

From: Mayes, Jon (DNR) [mailto:MayesJ@michigan.gov]
Sent: Wednesday, September 07, 2011 12:16 PM
To: Mike Arens
Cc: doncbrown@hotmail.com; Cherry, John (DNR)
Subject: RE: Proposed Sale of Land to NMSC

Hi Mr. Arens:

We have received a reply from the federal Land and Water Conservation Fund office in Omaha, Nebraska. Their reply was in reference to your request to determine if there is any LWCF encumbrance in place on approximately 30 acres that you wish to sell to the North Macomb Sportsman's Club.

According to LWCF: One of the objectives of Congress in establishing the LWCF program was to assure the addition of lands to recreation use (commonly referred to as the national recreation estate). Section 6(f)(3) was designed to protect these additions. Our Solicitor's office has long held that once Federal funds have contributed to the acquisition or development of a State, local, or municipal recreation area, the entire park area identified in the project agreement (e.g., Stony Creek Metropark) is subject to the provisions of the LWCF Act and the conditions of the grant agreement. When you have a park with multiple grants you start with the initial grant and build the section 6(f)(3) boundary forward with each new grant. In this particular instance, the initial grant was 26-00022 followed by 26-00059, 26-00070, 26-00618, and 26-00857.

Grant 26-00618 was approved June 2, 1975 and final billed August 1, 1980.

Grant 26-00857 was approved February 22, 1977 and final billed on July 1, 1980.

According to the deed you submitted, the subject property was acquired and added to the park base November 23, 1977, which was prior to the 1980 final billings of both 26-00618 and 26-00857.

Therefore, the subject 30-acre parcel is encumbered under section 6(f)(3) as it was acquired to be part of Stony Creek Metropark during the life of LWCF grants 26-00618 and 26-00857 (and possibly others). As such, if you wanted to sell the parcel you would need to apply for a conversion as stipulated in the LWCF guidelines with which I believe you are familiar.

Please advise if I can answer any question relating to the above.

Thank you.

Jon

Jon Mayes
 Recreation Grants Manager
 Michigan Department of Natural Resources
 517-373-8243



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Title: Cart Path Repairs, Golf Course
 Project Type: Major Maintenance
 Location: Stony Creek Metropark
 Date: October 6, 2011

Scope of Work: Project provides for the repair and reconstruction of cart paths at holes number 6, 9, and 10 at the Stony Creek Metropark Golf Course. Existing cart paths are deteriorated and failing.

Assuming favorable weather conditions for construction and asphalt plants remaining open through October, the proposed project schedule requires completion of work in 2011, prior to the 2012 golfing season. It is staff's preference to proceed with this project in fall of 2011 rather than in 2012. This is because wet and unstable soil conditions typically persist well into the golfing season on the Stony Creek Golf Course, and paving in 2012 would be disruptive of play.

If a Purchase Order is approved, no additional appropriation of funds will be necessary. Sufficient funds exist in 2011 Stony Creek Major Maintenance account to cover the difference between low bid and budget amount.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
1. Total Asphalt Paving, Inc.	Washington Township	\$50,614.00
2. Bowen Paving, Inc.	Pontiac	\$53,820.00
Budget Amount		
Cart Path Paving (Capital Improvement)		\$18,000.00
Cart Path Repairs (Major Maintenance)		<u>\$20,000.00</u>
Total Budget Amount for Contract Services and Administration		\$38,000.00
Proposed Work Order Amount		
Contract Amount – Total Asphalt Paving (Rounded)		\$51,000.00
Contract Administration		<u>\$ 1,000.00</u>
Total Proposed Work Order Amount		\$52,000.00

Recommendation: That the Board of Commissioners approve the issuance of a Purchase Order to the lowest responsive, responsible bidder, Total Asphalt Paving, Inc., in the amount of \$50,614.00 as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Title: Replace Underground Storage Tank with Aboveground Storage Tank
 Project No.: 510-11H
 Project Type: Capital Improvement
 Location: Willow Metropark Service Area
 Date: October 6, 2011

Bids Opened: Sept. 29, 2011 at 2:00 p.m.

Scope of Work: Removal and proper disposal of three existing underground fuel storage tanks (USTs) and associated appurtenances at the Park Service Area; include removal and disposal of up to 100 cubic yards of assumed contaminated material; backfill and compaction of former UST site; furnishing and installation of a new compartmentalized 6,000 gallon (4,000 gallon unleaded and 2,000 gallon diesel) above ground storage tank (AST), including concrete pad, dispensing system, electrical and controls, restoration and related work. The existing USTs (2- 6,000 gallon no-lead and 1- 2,000 gallon diesel) are single-walled fiberglass tanks, constructed in 1983. They are minimally in compliance with Michigan Department of Environmental Quality regulations (having been grandfathered under UST regulations), but they do not meet current standards. Water intrusion into the system has been detected in the past, and it should be decommissioned as soon as possible.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
1. Matzak, Inc.	Ray	\$147,900.00
Total Budget Amount for Contract Services and Administration		\$128,000.00
Proposed Work Order Amount		
Contract Amount – Matzak, Inc. (Rounded)		\$148,000.00
Contract Administration		<u>\$ 4,000.00</u>
Total Proposed Work Order Amount		\$152,000.00

The following contractor obtained bidding documents but did not submit a proposal: TSP Environmental, Livonia. This project was advertized and reported for a 3-week period through the following services: Builder's Exchange, Construction Association of Michigan, Construction News Corporation, McGraw Hill, Reed Construction, Construction News Service, MITN, Reprographics One, and the HCMA website. UST/AST contractors were also directly contacted to inform them of this project.

Recommendation: That the Board of Commissioners award Contract No. 510-11H to the lowest responsive, responsible bidder, Matzak, Inc., in the amount of \$147,900.00, and that a transfer of funds in the amount of \$24,000.00 be made from the Reserves for Future Contingencies Account to cover the difference between low bid and Budget Amount, as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Title: Replace Sewage Pump system, Pool Activity Area
 Project Type: Major Maintenance
 Location: Lake Erie Metropark
 Date: October 4, 2011

Scope of Work: Project provides for the repair of the existing pump station serving the Pool Activity Area at Lake Erie Metropark, including removal and replacement of existing duplex pump system, controls, piping and electrical system. The existing system failed unexpectedly late in the operating season and was not included in the 2011 Major Maintenance Budget. If a Purchase Order is approved, no additional appropriation of funds will be necessary. Sufficient funds exist in the 2011 Lake Erie Major Maintenance Account to fund the project.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
1. Corby Energy Services, Inc.	Belleville	\$29,975.00
2. Patti Electric, Inc.	Bruce Township	\$31,850.00
3. Great Lakes Power & Lighting, Inc.	Casco	\$32,750.00
Proposed Work Order Amount		
Contract Amount – Corby Energy Services, Inc. (Rounded)		\$30,000.00
Contract Administration		<u>\$ 2,000.00</u>
Total Proposed Work Order Amount		\$32,000.00

Recommendation: That the Board of Commissioners approve the issuance of a Purchase Order to the lowest responsive, responsible bidder, Corby Energy Services, Inc., in the amount of \$29,975.00 as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Title: Replace Boiler System, Marina Building
 Project Type: Major Maintenance
 Location: Lake Erie Metropark
 Date: October 4, 2011

Scope of Work: Project replaces the boiler system which provides building heat at the Lake Erie Metropark Marina Building. Work includes removal and replacement of boiler, expansion tank, piping and controls. The existing system failed unexpectedly in 2011 and was not included in the 2011 Major Maintenance Budget. The system must be replaced before the winter season. If a Purchase Order is approved, no additional appropriation of funds will be necessary. Sufficient funds exist in the 2011 Lake Erie Major Maintenance Account to fund the project.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
1. Limbach, Inc.	Pontiac	\$11,116.00
2. Fraser Mechanical, Inc.	Washington	\$16,900.00
3. R.P. Walker Plumbing, Inc.	Clarkston	\$22,340.00
4. Monroe Plumbing & Heating	Monroe	\$22,400.00
Proposed Work Order Amount		
Contract Amount – Limbach (Rounded)		\$12,000.00
Contract Administration		<u>\$ 1,000.00</u>
Total Proposed Work Order Amount		\$13,000.00

Recommendation: That the Board of Commissioners approve the issuance of a Purchase Order to the lowest responsive, responsible bidder, Limbach, Inc., in the amount of \$11,116.00 as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 1
Meeting of October 13, 2011

To: Board of Commissioners
From: Paul Muelle, Chief of Natural Resources
Subject: Metroparks 2010 – 2011 Deer Management Plan Implementation Report
Date: October 6, 2011

Deer management activities continued in the fall of 2010 and winter of 2011 at five Metroparks: Kensington, Indian Springs, Huron Meadows, Oakwoods, and Lower Huron. A total of 87 deer were removed with minor impact on other park uses during the management operations as compared to 220 deer removed the previous year. Highlights for each of the park operations are as follows:

<u>Park</u>	<u>Method</u>	<u>No. of Deer Removed</u>	<u>No. of Days in Field</u>
Kensington	Shooting	27	2
Indian Springs	Controlled Firearms	22	2
Huron Meadows	Controlled Firearms	13	2
Oakwood/Lower Huron	Sharpshooting	25	2
TOTALS		87	8

Volunteers from Safari Club International provided assistance in organizing and conducting the controlled hunts at Huron Meadows and Indian Springs. The culled deer were transported by park staff to a processor, Butcher Boy Meats, and the venison distributed by Sportsmen Against Hunger through the Southeast Michigan Food Bank. Once again this year, Butcher Boy Meats and Sportsmen Against Hunger donated all costs associated with processing the deer. We thank the leaders of these conservation groups and organizations for their support of this management program. Their time, expertise and financial support were critical to the success of this year's operations.

Metropark employees spent a combination of eight days and nights on deer management activities, a decrease of 13 management days from the 2009 – 2010 deer management program. The decrease in management effort is for the most part associated with Stony Creek Metropark. No deer management activity took place at Stony Creek in 2009 – 2010 as compared to 11 days of combined management in 2008 - 2009. Metropark staff from all departments including administration, park operations, maintenance and the police, worked long and unusual hours to accomplish this management task.

The following table indicates the total of deer removed from all parks since the beginning of the program in 1999.

Summary of Deer Removed by Park

	Totals	2010	2009	2008	2006	2005	2004	2003	2002	2001	2000	1999
Kensington	807	27	36	62	37	68	44	51	33	110	93	246
Stony Creek	1128	-	105	18	93	128	139	127	82	218	96	122
Hudson Mills	286	-	8	-	-	26	30	24	35	73	58	32
Indian Springs	310	22	33	26	30	29	12	32	37	89		
Huron Meadows	70	13		-	-	2	5	3	47			
Oakwoods	315	24	22	26	18	34	44	56	91			
Willow	119	-	15	4	25	22	6	47				
Lower Huron	16	-	1	15								
Total	3052	87	220	151	203	309	280	340	325	490	247	400

Table 1

We are continuing on the maintenance phase of the deer management program having met or being close to meeting deer density goals in several parks. Estimates for 2011 indicate that in order to maintain a stable population, additional removals may be necessary but the overall number of deer to be removed is greatly reduced when compared to the first several years of the operation.

Aerial surveys by helicopter were conducted in January and February 2011 at Kensington, Hudson Mills, Huron Meadows, Stony Creek, Indian Springs, Oakwoods, Lower Huron, Willow and Lake Erie Metroparks. Magnum Helicopters out of Oakland International Airport provided the flying services and Metropark staff served as counters. An approximate 1-foot snow base provided good conditions for observing the deer from the air.

Results of the surveys are as follows: Kensington – 126 deer, Hudson Mills – 28 deer, Huron Meadows – 11 deer, Stony Creek – 99 deer, Indian Springs – 70 deer, Oakwoods – 55 deer, Lower Huron – 22 deer, Willow – 9 deer and Lake Erie – 27 deer. These aerial surveys along with the bio-data collected each year are used to estimate deer herd size the following season as indicated in Tables two (2) and three (3). Aerial survey inconsistencies are evident at several locations, most notably at Lower Huron, Willow and Lake Erie Metroparks where no management occurred the previous year yet survey populations were significantly lower than the previous year, however, these inconsistencies are generally expected when dealing with variable environmental conditions and a fluid deer population.

The table below indicates the reduction in deer density in select parks from 1999 (green bar) to estimated 2011 population levels (red bar).

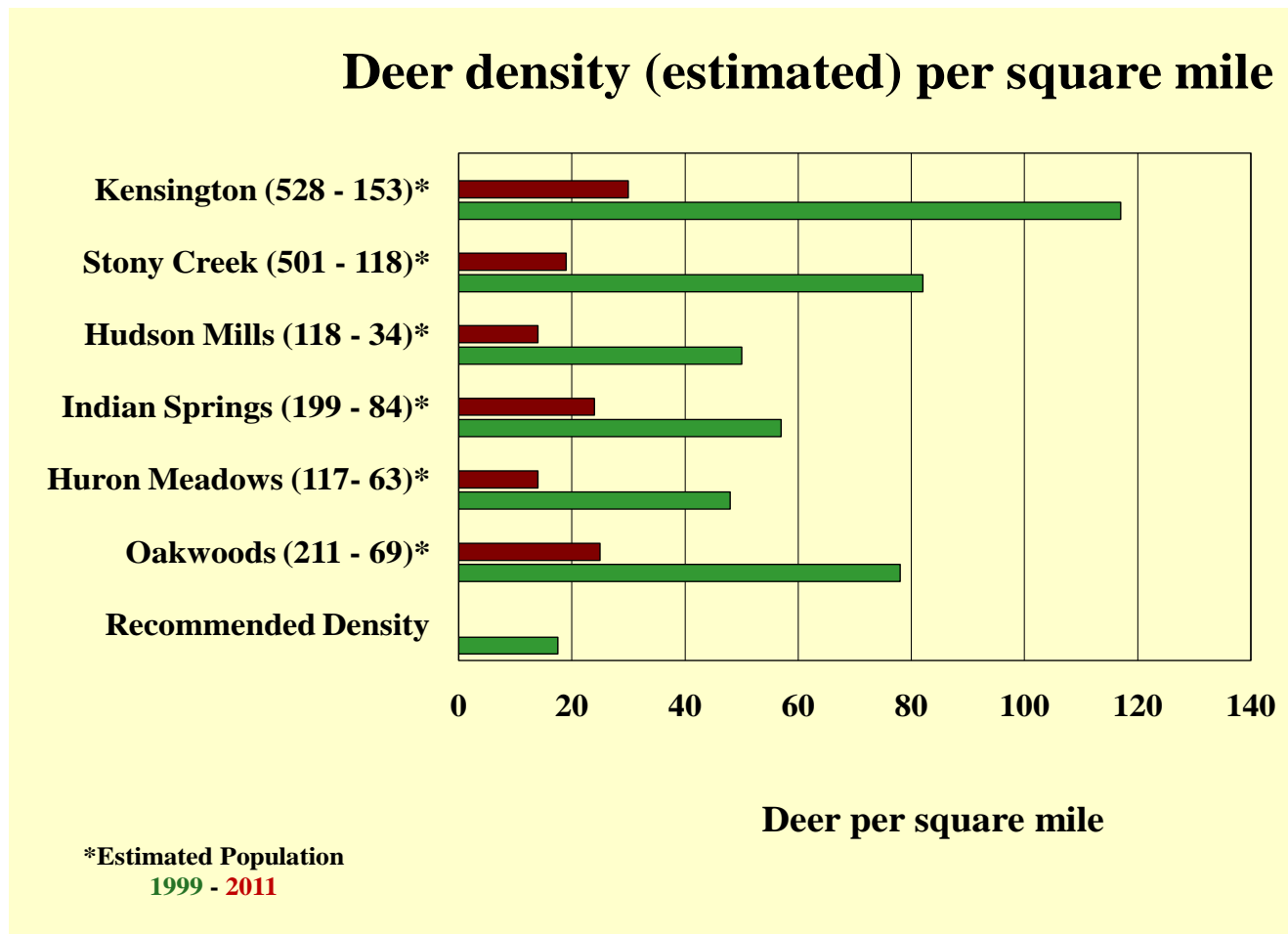


Table 2

Biological data on the culled deer continues to be gathered and compiled each year as required and supplied to the Michigan Department of Natural Resources and Environment (MDNRE). The MDNRE did not test for Chronic Wasting Disease in 2011. Data gathered on the deer culled this season indicate the deer populations health parameters continue to remain good in most parks and show a definite improvement when compared to the programs beginning.

Vegetative monitoring by Metroparks Interpretive staff continues to indicate the numbers of plants for specific indicator species, as well as the numbers of plant species, either remained stable over the past year or continue to increase in number, however, heavy browsing is still evident on certain plant species in several of the parks.



“This year, 2010, was the first time since 1993 that (Trout Lily and) Michigan Lily were observed in blossom. Deer seem to have a special affinity for members of the lily family, and this plant is no exception. We have been anticipating the return of this species ever since the deer culls began in 1999.” (Stony Creek Deer Photomonitoring Report 2010)

It is the consensus of natural area managers that controlling excessive deer populations is critical to the long term health and viability of the native ecosystems that these animals are a component of. The management efforts the Metroparks established has had a direct impact on insuring that the parks’ high quality natural areas remain intact for future generations to enjoy.



The following table indicates the estimated populations in each managed park for 2011 and 2012 along with the proposed herd reduction for those areas.

	Area Size (sq. mile)	Population Estimate 2009/10	Population Estimate 2010/11	Population Estimate 2011/12	Ideal Population (15/sq.mi.)	Deer Removed In 2010 / 2011	Deer To Be Removed In 2011 / 2012	Deer Per Sq. Mile Estimate
Stony Creek	6.2	243	97	118	93	0	25	19
Kensington	5.1	168	102	153	77	27	77	30
Oakwoods	2.7	121	63	69	41	24	29	25
Willow	2.4	51	25	9	36	0	0	4
Lower Huron	2	35	85	28	30	1	0	14
Indian Springs	3.5	114	84	84	53	22	31	24
Hudson Mills	2.4	51	51	34	36	0	0	14
Huron Meadows	2.4	50	63	13	36	13	0	5
Lake Erie	2.5	62	73	33	38	0	0	13

Table 3

Recommendation: That the Board of Commissioners receive and file the Metroparks 2010-2011 Deer Management Plan Implementation Report as recommended by Chief of Natural Resources Paul Muelle and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 2
Meeting of October 13, 2011

To: Board of Commissioners
From: David C. Moilanen, Director
Subject: Report - Golf Course Maintenance
Date: October 6, 2011

At the September Commission meeting, staff was asked to prepare a report on the maintenance costs of the Metroparks' golf courses, how they have changed in recent years, and to identify the ancillary duties performed by golf maintenance staff, particularly at Kensington Metropark Golf Course.

Attached is a spread sheet comparing the maintenance expenditures of the Metroparks eight regulation courses for the five-year period from 2007 through 2011 (estimated). There is variation from course-to-course and year-to-year, but overall there is a reduction in the direct costs associated with maintaining the courses of approximately \$600,000. Specifically at Kensington, costs are expected to decline from \$431,200 in 2007 to \$327,600 in 2011. Most of this decline is due to reductions in full-time staff hours while holding part-time staff hours fairly constant. At Kensington for example, in 2011, a full-time mechanic was transferred from the golf course to the garage when an opening occurred at the garage.

In general, we have changed from a staffing model that had up to three full-time staff assigned to maintain golf courses to one that has one and a half full-time staff assigned to the courses. As golf revenues steadily trended downward, staff recognized that the old model of staffing the courses with a full-time golf superintendent, a golf maintenance worker and a mechanic, could not be sustained. A model of a full-time course superintendent, along with additional hours from a full-time maintenance worker and mechanic, as well as part-time employees, was established in 2007.

We have been implementing this change at each course as attrition occurred, so this accounts for some of the disparity experienced in the cost of maintaining the different courses. Kensington was the last course to move to the current staffing model (2011). The amount of hours worked by the Natural Resource Crew doing tree removal/trimming work on each of the courses varies from year to year, so this is another reason for disparities seen in the maintenance costs of the various courses. For example, major tree work was done on Stony Creek Golf Course in 2007 and 2008 when we first took over operation of that course, as the private contractor had not kept up with removing dead ash trees and general tree maintenance, and again in 2010 when a severe wind storm did major damage to trees on the course and throughout the park.

Other reasons for varying maintenance costs from course-to-course and year-to-year include: different sizes of greens and mowed turf areas; different soil conditions; flooding conditions, especially on Wolcott Mill and Willow golf courses; age and condition of major infrastructure such as irrigation systems, underground fuel storage tanks, and maintenance buildings; as well as age and condition of major golf course equipment.

While it isn't reflected in the attached cost spread sheet, we have adopted other cost-saving measures in the maintenance of our courses. We have extended the maintenance equipment replacement cycles so that we are purchasing less golf maintenance equipment.

With the three administrative districts, we are now better able to share maintenance equipment among courses. For example, aerification equipment is rotated between Wolcott Mill and Stony Creek, and Indian Springs and Kensington. This, too, allows us to reduce our capital outlay for maintenance equipment.

In addition to maintaining the golf courses and golf course equipment, full-time and part-time maintenance staff performs a number of ancillary duties. For example at Kensington, the staff:

- Maintains the landscape beds at the Administrative Office,
- Mows, fertilizes and irrigates the turf around the Administrative Office,
- Mows and maintains the road shoulder between the Administrative Office and the West Boat Launch,
- Collect and disposes of trash along Kent Lake at the fishing piers, and
- Maintains and repair of all the rental golf carts, player assistant carts and beverage carts.

During the off season, the golf course superintendent and grounds maintenance worker assist the park maintenance staff. They are specifically responsible for:

- Snow and ice removal on all walks and pathways at the ski center (golf course), the administrative building, West Boat Launch restrooms, the Nature Center and Turtle Head restrooms,
- Grooming the cross country ski trails on the course and from the course to Island Road within the park, and
- Helping with grooming the snow on the toboggan runs.

This amounts to approximately 2,000 hours and \$56,000 in wages and other compensation for full-time and part-time workers.

While we have instituted major cost-cutting measures over the last few years, the quality of our golf course maintenance has not been compromised. All of our courses, especially Kensington, continue to receive excellent reviews in our golfer survey cards. This, in large part, is due to the professional, experienced, dedicated full-time and part-time staffs that we now have at our courses. We have worked to continually improve the quality and expertise of our golf maintenance staff. In recent years we have hired new golf course superintendents at four of our courses – Kensington, Huron Meadows, Hudson Mills and Stony Creek. They all have turf management degrees and they have experience maintaining other courses, including private ones.

During the golfing season, all the superintendents often work extra hours to get the job done and to take care of the unexpected work that comes up. The staffs at each of the courses exhibit good team work not only within each course, but among the courses. Under the guidance of the Deputy Director, the golf superintendents meet formally at least twice each year to discuss items of mutual concern, to discuss how each of them handles various issues and to offer help to others. Through these meetings and innumerable informal discussions, these superintendents have established best practices for maintaining the Metroparks' golf courses. They all have embraced the need to adopt more cost effective, efficient ways of maintaining the courses while maintaining the quality of the courses at a level to which our golfing public is accustomed.

Attachment: Golf Course Maintenance Expenses

Recommendation: That the Board of Commissioners receive and file the Golf Course Maintenance Report as recommended by Director Moilanen and staff.

**Huron-Clinton Metropolitan Authority
Golf Course Maintenance Expenditures**

7-E-2-a

2007 to 2011

	<u>2007</u>		<u>2008</u>		<u>2009</u>		<u>2010</u>		<u>2011 Budget</u>	
	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours (4)	\$ (5)
<u>Kensington</u>										
Full Time (1)	5,555	\$ 142,600	5,454	\$ 145,300	5,682	\$ 154,900	4,919	\$ 143,900	2,396	\$ 89,300
Part Time (2)	5,989	68,700	6,563	68,700	6,589	71,600	7,076	77,000	5,831	69,900
Fringes (3)		74,700		81,200		98,400		91,800		43,600
Total Wages	11,544	\$ 286,000	12,017	\$ 295,200	12,271	\$ 324,900	11,995	\$ 312,700	8,227	\$ 202,800
Materials/Supplies		\$ 145,200		\$ 146,100		\$ 135,000		\$ 125,800		\$ 124,800
Total Maintenance		\$ 431,200		\$ 441,300		\$ 459,900		\$ 438,500		\$ 327,600
<u>Hudson Mills</u>										
Full Time (1)	4,949	\$ 130,700	3,960	\$ 107,000	3,972	\$ 108,900	3,039	\$ 86,400	2,507	\$ 90,400
Part Time (2)	5,747	62,700	5,843	62,600	5,965	62,400	6,580	72,500	6,027	73,000
Fringes (3)		75,200		56,700		68,900		59,800		42,400
Total Wages	10,696	\$ 268,600	9,803	\$ 226,300	9,937	\$ 240,200	9,619	\$ 218,700	8,534	\$ 205,800
Materials/Supplies		\$ 89,300		\$ 99,800		\$ 93,700		\$ 93,600		\$ 88,200
Total Maintenance		\$ 357,900		\$ 326,100		\$ 333,900		\$ 312,300		\$ 294,000
<u>Stony Creek</u>										
Full Time (1)	4,936	\$ 125,500	4,965	\$ 128,300	4,034	\$ 108,800	4,960	\$ 136,300	3,241	\$ 100,500
Part Time (2)	9,355	97,400	9,230	97,100	8,722	94,500	8,252	90,600	6,742	91,900
Fringes (3)		46,600		68,600		71,100		89,600		53,400
Total Wages	14,291	\$ 269,500	14,195	\$ 294,000	12,756	\$ 274,400	13,212	\$ 316,500	9,983	\$ 245,800
Materials/Supplies		\$ 131,300		\$ 120,400		\$ 96,200		\$ 103,300		\$ 99,200
Total Maintenance		\$ 400,800		\$ 414,400		\$ 370,600		\$ 419,800		\$ 345,000
<u>Willow</u>										
Full Time (1)	5,975	\$ 156,800	4,774	\$ 131,600	4,643	\$ 129,800	4,715	\$ 131,600	2,619	\$ 79,300
Part Time (2)	9,347	92,500	9,048	95,400	9,723	98,700	8,405	85,300	6,410	88,000
Fringes (3)		85,900		91,600		84,100		89,500		46,700
Total Wages	15,322	\$ 335,200	13,822	\$ 318,600	14,366	\$ 312,600	13,120	\$ 306,400	9,028	\$ 214,000
Materials/Supplies		\$ 119,200		\$ 132,400		\$ 105,900		\$ 108,700		\$ 120,400
Total Maintenance		\$ 454,400		\$ 451,000		\$ 418,500		\$ 415,100		\$ 334,400

**Huron-Clinton Metropolitan Authority
Golf Course Maintenance Expenditures**

7-E-2-a

2007 to 2011

	<u>2007</u>		<u>2008</u>		<u>2009</u>		<u>2010</u>		<u>2011 Budget</u>	
	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours (4)	\$ (5)
<u>Lake Erie</u>										
Full Time (1)	5,195	\$ 135,700	4,676	\$ 125,900	4,095	\$ 114,500	3,721	\$ 105,000	2,455	\$ 83,200
Part Time (2)	6,389	67,800	6,417	65,100	7,535	79,500	7,814	81,800	7,263	83,100
Fringes (3)		81,400		59,400		68,400		70,100		48,100
Total Wages	<u>11,584</u>	<u>\$ 284,900</u>	<u>11,093</u>	<u>\$ 250,400</u>	<u>11,630</u>	<u>\$ 262,400</u>	<u>11,535</u>	<u>\$ 256,900</u>	<u>9,718</u>	<u>\$ 214,400</u>
Materials/Supplies		\$ 115,100		\$ 128,100		\$ 120,700		\$ 124,500		\$ 127,100
Total Maintenance		<u>\$ 400,000</u>		<u>\$ 378,500</u>		<u>\$ 383,100</u>		<u>\$ 381,400</u>		<u>\$ 341,500</u>
<u>Wolcott Mill</u>										
Full Time (1)	4,175	\$ 110,500	3,025	\$ 83,400	3,042	\$ 85,100	2,874	\$ 81,500	2,103	\$ 76,500
Part Time (2)	8,656	90,100	8,011	88,300	7,323	84,800	6,876	82,100	6,868	83,700
Fringes (3)		60,300		60,100		70,200		78,300		45,500
Total Wages	<u>12,831</u>	<u>\$ 260,900</u>	<u>11,036</u>	<u>\$ 231,800</u>	<u>10,365</u>	<u>\$ 240,100</u>	<u>9,750</u>	<u>\$ 241,900</u>	<u>8,971</u>	<u>\$ 205,700</u>
Materials/Supplies		\$ 86,800		\$ 89,000		\$ 67,900		\$ 84,300		\$ 79,400
Total Maintenance		<u>\$ 347,700</u>		<u>\$ 320,800</u>		<u>\$ 308,000</u>		<u>\$ 326,200</u>		<u>\$ 285,100</u>
<u>Indian Springs</u>										
Full Time (1)	5,361	\$ 139,800	4,902	\$ 137,000	4,797	\$ 135,100	4,603	\$ 129,500	2,794	\$ 90,500
Part Time (2)	7,316	72,300	6,957	77,500	6,775	75,900	6,855	76,200	6,108	70,900
Fringes (3)		66,000		78,800		91,700		83,500		50,800
Total Wages	<u>12,677</u>	<u>\$ 278,100</u>	<u>11,859</u>	<u>\$ 293,300</u>	<u>11,572</u>	<u>\$ 302,700</u>	<u>11,458</u>	<u>\$ 289,200</u>	<u>8,902</u>	<u>\$ 212,200</u>
Materials/Supplies		\$ 113,100		\$ 105,900		\$ 92,200		\$ 95,900		\$ 87,900
Total Maintenance		<u>\$ 391,200</u>		<u>\$ 399,200</u>		<u>\$ 394,900</u>		<u>\$ 385,100</u>		<u>\$ 300,100</u>
<u>Huron Meadows</u>										
Full Time (1)	5,721	\$ 138,500	5,743	\$ 147,800	5,798	\$ 156,300	4,750	\$ 131,400	2,299	\$ 88,000
Part Time (2)	6,886	77,900	7,295	78,600	6,076	68,700	6,305	69,700	5,599	65,400
Fringes (3)		71,100		69,400		87,900		99,400		42,200
Total Wages	<u>12,607</u>	<u>\$ 287,500</u>	<u>13,038</u>	<u>\$ 295,800</u>	<u>11,874</u>	<u>\$ 312,900</u>	<u>11,055</u>	<u>\$ 300,500</u>	<u>7,898</u>	<u>\$ 195,600</u>
Materials/Supplies		\$ 111,300		\$ 119,600		\$ 121,600		\$ 121,600		\$ 108,800
Total Maintenance		<u>\$ 398,800</u>		<u>\$ 415,400</u>		<u>\$ 434,500</u>		<u>\$ 422,100</u>		<u>\$ 304,400</u>

Huron-Clinton Metropolitan Authority
Golf Course Maintenance Expenditures

7-E-2-a

2007 to 2011

	<u>2007</u>		<u>2008</u>		<u>2009</u>		<u>2010</u>		<u>2011 Budget</u>	
	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours (4)	\$ (5)
Total All Courses	41,867	\$ 1,080,100	37,499	\$ 1,006,300	36,063	\$ 993,400	33,581	\$ 945,600	20,413	\$ 697,700
Part Time (2)	59,685	629,400	59,364	633,300	58,708	636,100	58,163	635,200	50,846	625,900
Fringes (3)		561,200		565,800		640,700		662,000		372,700
Total Wages	101,552	\$ 2,270,700	96,863	\$ 2,205,400	94,771	\$ 2,270,200	91,744	\$ 2,242,800	71,259	\$ 1,696,300
Materials/Supplies		\$ 911,300		\$ 941,300		\$ 833,200		\$ 857,700		\$ 835,800
Total Maintenance		\$ 3,182,000		\$ 3,146,700		\$ 3,103,400		\$ 3,100,500		\$ 2,532,100

(1) Full Time includes regular and overtime hours and wages of golf, equipment, building maintenance staffs and Natural Resource Crew. This covers those employees assigned to the golf course as well as others who work periodically supporting golf maintenance.

(2) Part Time includes regular and overtime hours and wages of golf, equipment and building maintenance part-time staffs.

(3) Fringe costs include health, vision, dental, life and LTD group insurances, longevity, seniority and sick pay incentives, pension and retiree health care trust contributions for full time employees assigned to golf courses.

(4) Reflects hours incurred through 9/16/2011 plus estimated hours to year end.

(5) Reflects budget appropriations as of 8/31/2011.



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 3
Meeting of October 13, 2011

To: Board of Commissioners
From: David C. Moilanen, Director
Subject: Golf Course Maintenance Contract – Request for Proposals (RFP)
Date: October 6, 2011

At the Sept. 8, 2011, Commission meeting, staff presented for the Board's review a draft of the request for proposals (RFP) that had been developed for the purpose of soliciting proposals for maintaining the Kensington Metropark Golf Course for a contract period of three years, beginning with the 2012 golf season.

Attached is a final draft of the RFP that reflects the input from commissioners. Changes to the original document are in red.

Attachment: Kensington Metropark Golf Course RFP

Recommendation: That the Board of Commissioners approve the Request for Proposal document for the maintenance of the Kensington Metropark Golf Course by a private contractor as recommended Director Moilanen and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

REQUEST FOR QUALIFICATIONS/ REQUEST FOR PROPOSAL

RFP#: RFP-01-2012

TITLE: Golf Course Maintenance Services

ISSUE DATE: _____

PROPOSAL DUE DATE: **AT 2:00 P.M.** (local time)
LOCATION: Huron-Clinton Metropolitan Authority
 Purchasing Department
 13000 High Ridge Drive
 Brighton, Michigan 48114
 (810) 227-2757

DESCRIPTION: The Huron-Clinton Metroparks is soliciting proposals from experienced and qualified firms to provide maintenance services for the Metroparks' Kensington Golf Course. The following framework and scope are provided only to describe the extent to which the Metroparks currently maintains golf course maintenance. Firms may continue the same pattern, or adopt different methods to achieve the same results. The Metroparks expects the same level of maintenance, and appearance of Kensington Golf Course as currently achieved by Metroparks forces throughout the life of the contract. This contract will be cost (to HCMA) and performance (of Contractor) based.

A copy of the complete RFQ/RFP document may be obtained by subscribing to www.MITN.info, whereby notification of any addendums may be received. Copies may also be obtained from the Purchasing Department, 13000 High Ridge Drive, Brighton, Michigan 48114, and (810) 227-2757. The Purchasing Department is not responsible for forwarding addendums to prospective Bidders. It shall be the Bidder's responsibility to make inquiry as to changes or addenda issued.

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL DOCUMENT.

Proposals must be in the actual possession of the Purchasing Department at the location indicated, on or prior to the exact time and date indicated above in the manner as stated. Proposals received by the correct time and date shall be publicly acknowledged. Late bids shall not be considered.

CONTACT - If further information regarding this proposal is required, please contact the Purchasing Department designated representative, Ron Smith, at 810-494-6040 (Direct) or 800-227-2757 ext. 6040

AWARD OF CONTRACT - The evaluation and award of this proposal shall be a combination of factors. The intent is to award the contract to one Bidder. The Huron-Clinton Metroparks reserves the right to award to the Bidder providing the best value proposal, in whatever manner is deemed to be in the Metroparks's best interest; to award the proposal to the most effective total package which matches the Metroparks's needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications. In addition, the Metroparks reserves the right to continue the management of golf course maintenance with Metroparks forces and not award a contract, if determined to be in the Metroparks's best interest.

 Scott W. Michael, Purchasing Manager

THIS PROPOSAL IS OFFERED BY: _____

1. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addendum issued in relation to this bid document will be available at www.MITN.info and on file in the Office of the Purchasing Department. It shall be the Bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the Contract and all Bidders shall be bound by such addenda. Information on all changes or addenda issued will be available at the Purchasing Department.
2. **SPECIFICATIONS:** Unless otherwise stated by the Bidder, the proposal will be considered as being in accordance with the Metroparks applicable standard specifications, and any special specifications outlined in the Bid document. However, the Bidder, if awarded a Contract, will be required to furnish the particular item or service referred to in the specifications or description unless departure or substitution is clearly noted and described in the proposal. The Metroparks reserves the right to determine if the equipment/product or service being proposed is an acceptable alternate. All goods shall be new unless otherwise so stated in the proposal. Any unsolicited alternate bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this proposal, may be considered non-responsive. The Metroparks reserves the right to disregard any conflicting terms and conditions submitted by the Bidder and hold the Bidder to the submitted proposal price. The Metroparks strongly discourages the submittal of anything that is not specifically requested in this solicitation.
1. **CURRENCY:** Prices calculated by the Bidder shall be stated in U.S. dollars.
3. **PRICING:** Prices shall be stated in units of quantity specified in the RFP Document. In case of discrepancy in computing the amount of the proposal, the unit price will govern.
4. **CERTIFICATION:** By signature in the offer section of the Offer and Acceptance page, Bidder certifies:
 - A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The Bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.
 - C. The Bidder hereby certifies that the individual signing the proposal is an authorized agent for the Bidder and has the authority to bind the Bidder to the Contract.
 - D. The Bidder hereby certifies that the firm will abide by the COPELAND ANTI-KICKBACK ACT, Title 18, U.S.C. June 25, 1948, Section 874, Kickbacks from Public Employees.
5. **DEFINITIONS:**
 - A. "Metroparks" - The Huron-Clinton Metropolitan Authority.
 - B. "Metropark Unit" - The department of the Metroparks that intends to use the resulting Contract.
 - C. "Bidder" - The Bidder whose proposal is accepted by the Metroparks.
6. **MATERIALS AND WORKMANSHIP:** Unless otherwise specified, all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Huron-Clinton Metropolitan Authority (Metroparks).
7. **NON-DISCRIMINATION CLAUSE:** The Bidder agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such Contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the Contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The Bidder further agrees to require similar provisions from any sub Bidders, or suppliers.
8. **INDEMNIFICATION:** The Bidder shall protect, defend, and save the Metroparks, its officials, employees, departments and agents harmless against any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or Contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the party or parties by or from any of the acts of the Bidder, their employees, or agents; from all liability claims, demands, judgments and expenses to the persons or property occasioned, wholly, or in part, by the acts or omissions of the Bidder, agents or employees.

9. **CONTRACT:** The Contract shall contain the entire agreement between the Metroparks and the Bidder relating to this requirement and shall prevail over any and all previous contracts, proposals, negotiations, or master agreements in any form. By signing the Offer to Contract, it is understood and agreed to that the Request for Proposal (RFP) in its entirety and all enclosed forms are fully incorporated herein as a material and necessary part of the Contract. In case of conflicts, the following order shall prevail: 1) Addendum, 2) Specifications, 3) Special Terms and Conditions 4) General Terms and Conditions, 5) Instructions to Bidders, 6) Insurance forms.
10. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract shall forthwith be physically amended to make such insertion or correction.
11. **RELATIONSHIP OF PARTIES:** It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Bidder is advised that taxes or social security payments shall not be withheld from a Metroparks payment issued hereunder and that the Bidder should make arrangements to directly pay such expenses, if any.
12. **RIGHTS AND REMEDIES:** No provision in this document or in the Bidder's offer shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of Contract. The failure of either party to insist upon the strict performance of any term or condition of the Contract or to exercise or delay the exercise of any right or remedy provided in the Contract, or by law, or the acceptance of materials or services, obligations imposed by this Contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the Contract.
13. **ADVERTISING:** Bidder shall not advertise, issue a press release or otherwise publish information concerning this RFP or Contract without prior written consent of the Metroparks. The Metroparks shall not unreasonably withhold permission.
14. **APPLICABLE REGULATIONS/POLICIES:** The rules and regulations and policies of the Metroparks and local ordinances shall apply. It shall be the responsibility of the Bidder to be familiar and comply with said regulations/policies.
15. **ROYALTIES, PATENTS, COPYRIGHTS, NOTICES AND FEES:** The Bidder shall give all notices and pay all royalties and fees. The Bidder shall defend all suits or claims for infringement of any patent rights and shall save the Metroparks harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

All services, information, computer program elements, reports, and other deliverables which are created under this Agreement shall be the property of the Metroparks and shall not be used by the Bidder or any other person except with the prior written permission of the Metroparks. The Metroparks shall hold the copyright to any copyrightable material. Patents for any item created under this Contract shall be assigned to the Metroparks.

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PART 3: CRITERIA FOR SELECTION

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PART 7: PROJECT FRAMEWORK AND SCOPE

ATTACHMENTS

Attachment 1: Sample Certificate of Insurance

Attachment 2: Map of Golf Course

Attachment 3: Kensington Metropark Golf Course Maintenance Program

Attachment 4: Qualifications: Form A - Vendor Questionnaire

Attachment 5: Proposal: Form B - Price Proposal and Supplemental Duties Pricing

PART 1 - QUALIFICATIONS and PROPOSAL CONTENT

- 1.01 **GENERAL** - The Huron-Clinton Metropolitan Authority (Metroparks) is requesting that all Bidders complete the attached Request for Qualifications (RFQ) and Request for Proposal (RFP) documents, including Attachment 4: Qualification: Form A - Vendor Questionnaire and Attachment 5: Proposal: Form B - Price Proposal for golf course maintenance services. Bidders must pass the RFQ phase of the process in order to have their proposal considered. Please read the entire RFP documents for a detailed description of the Scope of Services.
- 1.02 **DEFAULT/TERMINATION** - If, in the reasonable discretion of the Metroparks, the Contractor has abandoned the maintenance of the golf course and related areas, is willfully violating any of the terms of the Agreement, is carrying out any term of the Agreement in bad faith, or has committed what is defined as a material breach, the Metroparks may provide written notice of default to the Contractor. The Contractor will have a period of thirty (30) days from the date of that notice to cure the default. If the Contractor fails to cure the default to the Metroparks's reasonable satisfaction within that period of time, the Metroparks may terminate the Agreement, and upon termination, the Contractor's right to maintain the golf course and use the facilities shall cease.
- 1.03 **WORKMANSHIP** - Failure to conform to standards specified by the Metroparks shall be considered a breach of the Agreement. The Contractor shall designate a supervisor who shall be available at all times to accommodate the Metroparks. The supervisor shall have the power to initiate immediate action to resolve disputes and/or complaints. Condition of the course, performance of the Agreement and complaints are to be used as measures in evaluating performance.
- 1.04 **REFUSE** - Waste shall be disposed of as required by all applicable federal, state, local laws and regulations.
- 1.05 **ASSIGNMENTS/SUBLEASE** - The Contractor shall not assign the Agreement in whole or in part without the prior written approval of the Metroparks.
- 1.06 **QUALIFICATIONS OF BIDDER**
- A. **REFERENCES** - The Bidder is required to have verifiable positive references, which may include but are not limited to ability, performance of previous contracts and services, integrity, character, reputation, judgment, experience, efficiency, delivery, and professionalism of service. References of successful experience in municipal golf course maintenance of a similar scope are required.
- B. **QUALIFICATIONS OF FIRM TO PERFORM PROJECT AS SPECIFIED** - Each Bidder shall submit a list of personnel, including course maintenance superintendent to be assigned to the account including resumes, experience and responsibilities. Bidders must include joint venture and/or subcontractor information including a list of the team members that may partner/participate with the Bidder.
- EXPERIENCE** - The Bidder shall represent an existing and established business with a minimum of three (3) years experience maintaining a municipal golf course per these specifications
- Bidders shall describe capabilities specific to the scope of services as specified including the following items:
1. The desire of the Metroparks to have its municipal golf course maintained in a top quality manner.
 2. Experience and qualifications of proposed personnel.
 3. Qualifications of the Bidder specific to its ability to maintain the golf course and provide services based on previous experience, capability, technical resources and financial strength.
 4. Performance of golf courses currently maintained by the Bidder. Visits to sites and/or contact with facilities/municipalities presently being serviced will be made by the Metroparks if thought to be necessary to complete the evaluation.

C. OPERATION PLAN AND METHODOLOGY PROPOSED

1. Bidders shall provide a maintenance plan and methodology that outlines how the Bidder intends to provide top quality maintenance services on the Metropark golf course. Bidders must include their methodology to deal appropriately with the transition from Metropark operations to Contractor operations.
2. Grounds maintenance – Describe the Bidder's approach to turf management, specifically maintenance of golf course greens, tees, fairways, roughs, and sand bunkers.

- 1.07 **RESPONSE TO ATTACHED QUESTIONNAIRE** - The Bidder shall provide detailed responses to questions in the enclosed vendor questionnaire, see Attachment 4.
- 1.08 **FINANCIAL INFORMATION** - The Metroparks reserves the right to require a Bidder to show to the complete satisfaction of Metroparks staff that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The Bidder may also be required to give a past history in order to satisfy the Metroparks in regard to the Bidder's qualifications. The Metroparks may make a reasonable investigation deemed necessary and proper to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Metroparks all information for this purpose that may be requested.
- 1.09 **RESPONSES TO QUESTIONS** - A Bidder may submit questions via MITN site response form in order to clarify any matters relating to this RFP. All questions and comments will be addressed to the designated Metroparks representative specified in this document (See front page). The Bidder's question(s) and the Metroparks's answer(s) will become part of the public record and will be shared with all other Bidders to whom the RFQ/RFP has been provided. Questions will only be accepted until five (5) business days prior to opening the proposals.

PART 2 - INSTRUCTIONS TO BIDDERS

2.01 PROPOSAL SUBMISSION HARD COPY:

- A. Sealed Proposals must be submitted in complete original form by mail or messenger to the following address:
Huron-Clinton Metropolitan Authority,
Purchasing Department
13000 High Ridge Drive
Brighton, Michigan 48114
- B. Proposals will be accepted at the above address until the date and time specified herein, and immediately after will be publicly opened and read aloud.
- C. Proposals shall be enclosed in a sealed, opaque envelope and plainly marked with the RFP number, due date and the Bidder's name and address.
- D. Proposals received after the time designated for opening of bids will not be accepted and will be returned to the Bidder.
- E. All bids submitted in response to this invitation shall become the property of the Metroparks.

2.02 PREPARATION OF BIDS:

- A. The proposal shall be legibly prepared with ink or typed.
- B. If a unit price or extension already entered is to be altered, it shall be crossed out and initialed by the Bidder with ink.
- C. The proposal shall be signed and Bidder shall include the full name and address of the Bidder. The Metroparks is exempt from Federal Excise and State Sales Taxes, and such taxes shall not be included in bid prices

2.03 SIGNATURES - All bids, notifications, claims and statements must be signed as follows:

All bids, notifications, claims and statements must be signed by an individual authorized to bind the Bidder. Any individual signing certifies, under penalty of perjury, that he or she has the legal authorization to bind the Bidder.

2.04 GENERAL - The following pages include a questionnaire and proposal pricing section to be completed by each Bidder submitting a proposal. Each item must be completed with a response and numbered as per the questionnaire. Bidders not responding to the questions may be classified as unresponsive. The Bidder must initial any corrections. The questionnaire and proposal are to be completed in legible form, preferably typewritten.

2.05 FORMAT - The response must follow this format. Supplemental information should be provided in additional sections following the same numbering scheme. The response should be concise and complete.

2.06 COPIES - Completed forms may be duplicated as required. Original plus ____ copies of the complete package shall be submitted at the time of proposal submission.

2.07 SUPPLEMENTAL INFORMATION - Any additional written material such as professional records, certifications, etc. which the Bidder may think to be important should be attached and submitted to augment the data included in the questionnaire and proposal. It is not necessary to include expensive custom binders, displays, or other materials unless the Bidder believes such materials are necessary to the proposal. All costs incurred in the preparation and presentation of the proposal shall be wholly borne by the prospective Bidder.

2.08 BID DATE - Sealed proposals for KENSINGTON METROPARK GOLF COURSE MAINTENANCE SERVICES will be received by the Metroparks at the Administrative Offices of the Metroparks c/o Purchasing Department, 13000 High Ridge Drive until **date** local time, after which time they will be publicly opened and names of responding Bidders will be read.

SUBMITTAL REQUIREMENTS:**A. ALL ENVELOPES MUST BE MARKED WITH THE FOLLOWING INFORMATION:**

The Qualification Proposal shall be in an envelope separate from the Price Proposal and marked "RFQ/RFP- 01-2012, KENSINGTON METROPARK GOLF COURSE MAINTENANCE, Qualification: Form A – Vendor Questionnaire" on the lower left-hand corner.

The Price Proposal shall be in an envelope separate from the Qualification Proposal and marked "RFQ/RFP- 01-2012, KENSINGTON METROPARK GOLF COURSE MAINTENANCE, Proposal: Form B - Price Proposal" on the lower left-hand corner.

B. FAXED DOCUMENTS WILL NOT BE ACCEPTED EXCEPT AS NOTED

Insurance Certificate

- C. **REJECTED BIDS** - All information requested herein shall be submitted with the Request for Qualifications (RFQ) and Request for Proposal (RFP); failure to do so may result in rejection of the RFQ and/or RFP as non-responsive and/or incomplete.
- D. **TAX EXEMPT STATUS** – The Metroparks are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Metroparks will furnish the successful Bidder with tax exemption certificates when requested.
- E. **CONTACT** - If further information regarding this proposal is required, please contact the Purchasing Department designated representative, Ron Smith, at 810-494-6040 (Direct) or 800-227-2757 ext. 6040 (Operator).
- F. **AUTHORIZED VERSION - BIDDER CHANGES OR ALTERATIONS TO RFP DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A RFP BEING CONSIDERED NON-RESPONSIVE.** Any Bidder who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the Metroparks to the Authorized Version of the RFP document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. The Metroparks may pursue costs and expenses to re-bid the Contract. The Authorized Version of the RFP document shall be that document appearing on the MITN System with any amendments and updates.
- G. **WAIVERS** - To the extent permitted by law, the Metroparks and the successful Bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

PART 3 - CRITERIA FOR SELECTION

- 3.01 **REVIEW CRITERIA** - The Metroparks review committee will analyze the proposals. The Metroparks reserves the right to award a Contract to the Bidder considered the most qualified based upon a combination of factors including but not limited to the following:
- A. Compliance with qualifications criteria
 - B. Completeness of the proposal
 - C. Cost
 - D. Financial strength and capacity of the Bidder
 - E. Other factors which may be deemed to be in the Metroparks' best interest
 - F. Evaluation process
- 3.02 **MINIMUM QUALIFICATIONS EVALUATION** - Bidders shall meet minimum established criteria in order to go to the second phase of the process.
- 3.03 **EVALUATION OF PROPOSALS** - Each Committee member will independently use a weighted score sheet to evaluate the proposals and each will calculate a weighted score. The average of all scores awarded by individual Committee members will serve as the final rating members for each Bidder for this phase of the process.
- 3.04 **INTERVIEW SCORE** - The Metroparks will invite, at a minimum, the top three (3) rated Bidders to participate in an interview. If less than three (3) candidates remain in the process, all will be interviewed. Each Committee member will independently use a weighted score sheet to evaluate the interview; each Committee member will calculate a weighted score. The average of all scores awarded by individual Committee members will serve as the final rating for each Bidder for this phase of the process. Firms selected for interviews may be supplied with further instructions and requests prior to the interview. Persons representing the Bidder at the interview must be the personnel who will be assigned to this contract as well as representatives authorized to explain and answer questions related to the proposal.
- 3.05 **SITE VISIT** – The Metroparks, at their option, may choose to visit a site presently being serviced by the Bidders. The Committee will use a weighted score sheet to evaluate the facilities at the time of the site visit. Each Committee member will calculate a weighted score. The scores of all the Committee members will be averaged into a composite score for each Bidder for this phase of the process.
- 3.06 **OTHER (OPTIONAL)** - Firms may be awarded “Other” points for items not specified, but for which the evaluation Committee deems as outstanding including, but not limited to, experience maintaining a municipal golf course.
- 3.07 **FINAL SCORING AND SELECTION** - While the Metroparks will make efforts to award the golf course maintenance contract to the Bidder with the highest score, the Metroparks reserves the right to reject any or all bids, to waive irregularities and/or formalities and to make award in any manner deemed in the best interest of the Authority. Factors impacting the decision are as follows:

SCORE CRITERIA	WEIGHT (%)
1. Price Proposal	40
2. Qualification Proposal	30
3. Interview	20
4. Site Visit / Other	10
TOTAL	100

PART 4 - **INSURANCE**

4.01 **INSURANCE REQUIREMENTS** - Insurance requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE. At time of award, the required Insurance Certificate must be submitted to Mr. David Wahl, Controller, within five (5) days of contract award. The RFP cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed (810) 227-8610 to the Metroparks offices and is the only document accepted in this format.

In addition, proposals must include a letter or insurance certificate from the proposer's insurance agent or carrier that the insurance to be supplied will meet specifications. See paragraph titled IMPORTANT below.

() We can meet the specified insurance requirements.

() We cannot meet the specified insurance requirements.

4.02 **WORKERS COMPENSATION** - A successful Bidder furnishing labor on Metroparks/public premises agrees to have his workers covered by Worker's Compensation, and furnish a certificate of insurance showing coverage for bodily injury and property damage and worker's compensation within five (5) days of a verbal request. The "Company Representative" does warrant that by signing the RFP document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the Metroparks as part of the specified requirements.

NOTE: Failure on the part of any Bidder to contact his/her insurance carrier to verify that the insurance carried by the Bidder meet Metroparks specifications shall result in this proposal being completed incorrectly.

IMPORTANT: A Bidder must submit with their proposal on the designated opening date and time a letter or insurance certificate from their insurance agent or carrier that the insurance to be supplied will meet specifications. A Bidder will be considered non-qualified if an acceptable letter or certificate is not received with the proposal documents.

4.03 **FINAL INSURANCE CERTIFICATE SUBMISSION** - Prior to Board of Commissioners approval of a final agreement, the Bidder will provide a fax notification to submit within five (5) days a fully executed insurance certificate(s) in accordance with specifications. The Bidder will be considered non-responsive and the proposal un-awardable if an acceptable insurance certificate is not received within the specified timeframe.

being duly authorized to
execute contract for

(Print Full Name)

(Company Name)

hereby acknowledges that, once accepted by the Metroparks, the specified insurance certificate for this contract shall remain in full force and effect during the life of the Contract.

Signature of Authorized Representative

FIRM NAME

PART 5 - PROPOSAL TERMS AND CONDITIONS

- 5.01 **SITE INSPECTION:** Inspection of the buildings, maintenance yard, storage area and pump house must be done by appointment only. Please contact Mr. Ron Smith at 810-494-6040 to schedule.
- 5.02 **RETAIN PROPOSALS** - The Metroparks reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Bidder of the conditions contained in this RFQ/RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the Huron-Clinton Metroparks and the Bidder selected.
- 5.03 **LAWS** - All applicable State of Michigan and Federal laws, Metroparks ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference.
- 5.04 **RIGHT TO REQUEST ADDITIONAL INFORMATION** - The Metroparks reserves the right to request any additional information it deems necessary from any Bidder responding to this RFQ/RFP after the documents have been received.
- 5.05 **RIGHT TO NEGOTIATE FINAL AGREEMENT** - The Huron-Clinton Metroparks reserves the right to negotiate a final written agreement with the recommended Bidder.
- 5.06 **CONTRACT DOCUMENT** - After the Huron Clinton Metropolitan Authority Board of Commissioners has approved the award, the Metroparks Purchasing Department will notify the successful Bidder. The proposal documents in conjunction with the Agreement form from the Metroparks will create a bilateral contract between the parties, and the successful Bidder shall commit to perform the contract in accordance with specifications.
- 5.07 **COMMENCEMENT DATE** - The successful Bidder should assume all maintenance within _____ days of award unless otherwise agreed upon.
- () Our firm can meet this commencement schedule
- () Our firm cannot meet this commencement schedule but offers:
- The Huron-Clinton Metroparks is the only party to this contract that may authorize amendment of this schedule.
- 5.08 **ORDINANCES AND REGULATIONS** - The Operator shall be required to comply with all ordinances, regulations and requirements of the Huron-Clinton Metroparks and all other laws, regulations, etc. pertinent to the construction and maintenance of all buildings and grounds.
- 5.09 **PERMITS** - The Contractor will be required to obtain all necessary permits, as required, for maintenance work performed at the golf course. Any fees associated with the permits will be the responsibility of the Contractor.
- 5.10 **TAXES** - The successful Bidder will be responsible for all personal property taxes.
- 5.11 **PAYMENT** - Amounts quoted shall remain firm for 90 days or contract award, whichever comes first, except the successful Bidder whose return to the Metroparks shall remain the same for the duration of the contract.
- 5.12 **EXCEPTIONS** - Any exceptions, substitutions, deviations, etc. from Metroparks specifications and this proposal must be stated below including reason(s) for the exception, substitution, and/or deviation. Exceptions to these specifications and Metroparks standard practices as presented in Attachment 3 - Kensington Metropark Golf Course Maintenance Program shall be clearly defined in Attachment 4: Qualification: Form A - Vendor Questionnaire of these documents.

Part 6 - **SIGNATURE PAGE**

TO THE HURON-CLINTON METROPOLITAN AUTHORITY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Proposal.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete and states that he/she has authority to submit this proposal, which will result in a binding Contract if accepted by the Huron-Clinton Metropolitan Authority.

ACKNOWLEDGEMENT – I/We, _____, certify that I have read the Instructions to Bidders and that the proposal documents contained herein were obtained directly from the Metroparks's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

I/We acknowledge receipt of the following addendum(s): _____, _____, _____, _____.

I/We certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

_____	For clarification of this offer, contact:
Company Name	
_____	Name: _____
Address	
_____	Phone: _____
City State Zip	
_____	Fax: _____
Tax I.D. No.	

Signature of Person Authorized to Sign	

Printed Name	

Title	

ACCEPTANCE OF OFFER:

The Offer is hereby accepted.

The Bidder is now bound to sell the materials or services listed by the attached Contract and based upon the Invitation for Bid, including all terms, conditions, specification, amendments, etc. and the Bidder's Offer as accepted by the Huron-Clinton Metropolitan Authority.

This Contract shall henceforth be referred to as Contract No. _____. The Bidder has been cautioned not to commence any billable work or to provide any material or service under this Contract until Bidder receives purchase order and/or a notice to proceed from the Huron-Clinton Metropolitan Authority Purchasing Manager.

COUNTERSIGNED:

Director _____ Date _____

PART 7 - **PROJECT FRAMEWORK AND SCOPE**

7.01 **OBJECTIVE** - The Huron-Clinton Metroparks is soliciting proposals from experienced and qualified firms to provide maintenance services for the Metroparks's Kensington Golf Course. The following framework and scope are provided only to describe the extent to which the Metroparks currently maintains Kensington Metropark Golf Course. Firms may continue the same pattern, or adopt different methods to achieve the same results. This contract will be cost and performance based and the Metroparks expects the same level of maintenance, and appearance of Kensington Golf Course as currently achieved by Metroparks forces throughout the Contract.

OVERVIEW - Built in 1961, Kensington Metropark Golf Course is owned and operated by the Huron-Clinton Metropolitan Authority (Metroparks). Kensington is an 18-hole golf course with tree lined fairways set on approximately 200 acres. The golf course measures 6556 yards with a course rating of 71.6 and a slope rating of 117.

The undulating sand-peat based greens are Poa annual/Bentgrass mix totaling 240,000 square feet (sq. ft), including the collars and aprons which are treated identically as the greens. Tees and fairways are Poa Annual/Improved Bluegrass blend. There are typically two sets of Kentucky Bluegrass/Poa annual mix tees per hole totaling 240,000 sq. ft. Fairways total 30 acres. Mowed rough areas are a total of 90 acres. Seasonally mowed rough or natural areas are a total of 60 acres.

The Irrigation System was installed in 2008. All lines are PVC IPS rated at 200 psi with Lasco swing joints. The automatic irrigation system is a Toro Site Pro with a TouchNet Central Controller, dual 850S and 855S heads on greens and 850S on tees and Toro 850S heads on the fairways, all decoder controlled. Also included are two Toro Hand Held Interface Radios. The Contractor shall be responsible for payment of the annual subscription fee for the irrigation control system support network (Toro National Support Network).

Irrigation water is provided from Kent Lake through a Watertronics pump station with Variable Frequency Drive (VFD) pumps and an operator interface programmed with Watervision Pump station Monitoring software installed in 2008. The Watertronics pump station consists of three main irrigation pumps with variable speed motors and one pressure maintenance pump. The system has a design flow of 2,000 GPM @ 120 PSI

7.02 **PROJECT DESCRIPTION** - The Huron-Clinton Metroparks is interested in proposals that will assume all maintenance services of the golf course including but not necessarily limited to the following:

- A. Maintaining all required licenses and certifications required by State and Federal Laws.
- B. Keeping records of the maintenance of the golf course in such a fashion that the Metroparks can, at any time, audit records to determine that the terms of the contract are being met.
- C. Providing, at its own expense, all mowing and golf maintenance equipment and repair equipment, fuel, and fuel dispensing equipment, necessary to maintain and operate on a day to day basis, including but not limited to, rakes, poles, cups, tee markers, flags, non-fixed yardage markers .
- D. Janitorial services at maintenance building.

7.03 **SCOPE OF MAINTENANCE SERVICES**

- A. Under this section, the term Contractor refers to the successful Bidder.
- B. It is the intent of these specifications to grant to a single, successful, and qualified Bidder, the right to maintain the grounds at the golf course located at Kensington Metropark, Milford, Michigan.
- C. The successful Bidder should assume all golf course maintenance within the period specified at award of Contract unless otherwise agreed upon.
- D. Each Bidder will be required to provide a maintenance plan that outlines how the Bidder intends to provide top quality maintenance services of the facilities. The Bidder must include their methodology to deal appropriately with the transition from Metropark operations to contracted operations, the method of staffing the golf course maintenance staff, and agronomic maintenance plan including but not necessarily limited to turf management of golf course

greens, tees, fairways, roughs and all other areas described as Kensington Metropark Golf Course and the following:

1. Natural Areas including wetlands and ponds/waterways
2. Irrigation System / Pump house
3. Landscaping
4. Tree Maintenance
5. Misc. Maintenance (fencing, cart paths, etc)
6. Environmental Compliance
7. Record Keeping and Reporting

- 7.04 **INSPECTIONS/REVIEW PROCEDURES** - For the purpose of inspection, the Metroparks reserves the right to enter upon any part of the premises at any time during the Contract period. Scheduled inspections will be conducted by authorized Metroparks personnel.
- 7.05 **PERFORMANCE REVIEW / EVALUATION – ANNUAL/END OF SEASON** – An end of the season performance review shall be completed by the Owner upon closing the course.
- 7.06 **UTILITIES** - All utilities will remain in the name of the Huron-Clinton Metropolitan Metroparks, other than phone service which is to be provided by Contractor, and reimbursement will be included in the monthly fee charged for use of the maintenance building.
- 7.07 **REPORTING**
- A. The Contractor shall meet with the Metroparks Designated Representative as may be required by either party to review the performance of the Agreement and to discuss matters or problems as determined by either party.
 - B. Monthly written reports shall be submitted to the Metroparks Designated Representative and shall include records and descriptions of all work performed on the golf course for that period.
 - C. The Metroparks may, at their discretion, retain a golf course consultant to evaluate the course.
 - D. Course deficiencies, will be reported in writing to the Contractor by the Metroparks. Contractor must take action to correct the deficiencies within ten (10) days of notification or the Metroparks may take action to correct the deficiencies at the Contractor's expense.
- 7.08 **MAINTENANCE AND REPAIRS** - The Contractor shall, to the satisfaction of the Metroparks, provide normal and routine maintenance of the golf course and maintenance facility, designed to keep the premises and equipment in a good state of repair, free from hazardous conditions and deterioration, thus providing for the comfort and safety of visitors and patrons. The standard to be used shall be consistent with the current conditions and Municipal Golf Course operations.
- 7.09 **TRASH, RUBBISH AND GARBAGE REMOVAL** - The Contractor shall provide, at his expense, all garbage, trash and rubbish receptacles within the confines of his area, and shall provide a sufficient number of these receptacles for his own use. Dumping of receptacles and removal of trash, debris, rubbish and garbage shall be the responsibility of the Contractor. The Contractor will provide its own dumpster service for their trash, rubbish, debris, and garbage removal. Waste to be disposed of as required by all applicable federal, state, local laws and regulations. The Metroparks will be responsible for removing trash from the receptacles at the tees.
- 7.10 **EQUIPMENT, FURNITURE AND FIXTURES** - The Contractor must provide, install and maintain at his/her own cost and expense, all equipment required to operate and maintain the golf course. The Contractor shall repair and maintain all equipment, furnishings and fixtures during the term of this Agreement at his/her sole cost and expense according to reasonable standards acceptable to the Metroparks. Further, the Contractor will furnish, at its cost and expense, all expendable equipment necessary for the successful maintenance of the course and shall replace at its expense any equipment provided under the Agreement, which has been destroyed or damaged, with like equipment. Contractor will submit to the Metroparks an annual inventory of F/F/E.
- 7.11 **CONTRACTOR EQUIPMENT** - All equipment shall be kept in a safe and up to original operational standards. All vehicles shall be marked for identifiable purposes with the Contractors logo. At no time shall equipment be operated in close proximity to the public. All courtesy shall be extended to the public during maintenance operations. The Contractor shall coordinate maintenance operations with the Metroparks to provide a smooth operation of services.

- 7.12 **OTHER EQUIPMENT** - The successful Bidder will be required to provide, at its expense, such equipment as may be necessary to provide services consistent with the policies established by the Metroparks. Any additional equipment and facilities deemed necessary by the Contractor for the conduct of its operation shall be provided by the Contractor at its expense and shall be subject to approval by the Metroparks.
- 7.13 **FACILITIES** - Contractor acknowledges it is receiving control of the premises and personal property in good order and sanitary condition. Contractor assumes sole responsibility for maintenance and repair of all buildings in the golf course maintenance yard and other improvements on the premises (with the exception of those items listed under Item 9.14) and the Contractor will maintain the premises in good order and in sanitary and safe condition
- 7.14 **PARKING LOTS** -
- A. Metroparks Responsibilities:
 - 1. Parking lot infrastructure of public parking lot
 - 2. Snow removal services of public parking lot
 - B. Contractor Responsibilities
 - 1. Maintenance yard parking lot
 - 2. Snow removal of maintenance yard parking lot
- 7.15 **GOLF CARTS – USAGE REGULATIONS** As agreed on by both parties, carts will not be permitted to operate on the golf courses at such times that golf cart traffic might be injurious to the playing surfaces. Carts shall not be permitted on tees, greens, mounds, or other posted areas. Notice to this effect must be posted in all carts; this is the responsibility of the Metroparks.
- 7.16 **ALTERATIONS OF PREMISES** - No alterations or additions shall be made to the premises, or any part thereof, without first having obtained the written consent of the Metroparks or its authorized representative. Authorized alterations or additions shall be made at the Contractor's expense and shall become the property of the Huron-Clinton Metroparks at the termination of the Contract.
- 7.17 **LIENS** - The Contractor shall not have the right to create or permit the creation of any lien(s), which attach to the interest in the premises as a result of any construction of capital improvements, alterations or additions.
- 7.18 **COURSE CLOSURE** - The Contractor will make every effort to avoid closing portions of the golf course. Closure of the course for any purpose will require the Metroparks' advance written approval, except in those instances when unanticipated emergency improvements must be made immediately in order to protect life or property or if such closure should result from acts of force majeure.
- 7.19 **GUARANTEE** – The Contractor shall replace at its expense, all turf grasses and plant material which, in the opinion of the Metroparks Designated Representative fails to maintain a healthy, vigorous condition as a result of the Contractor's failure to perform work specified herein. This shall include but not be limited to turf damage caused by equipment or golf cars, traffic wear areas, and irrigated areas that fail due to faulty irrigation equipment.
- 7.20 **LIABILITY FOR DAMAGES** – The Contractor shall be responsible for any and all damage occurring within the agreed and defined golf course boundary, resulting from the Contractor's operations under this Contract. This shall include but not be limited to the replacement, at the Contractor's expense, of shrubs, trees, vines, turf, ground cover, or other landscape items that are lost due to negligence in pest and disease control practices; and/or due to improper watering, fertilizing, or lack of proper maintenance and care. Except as otherwise required by law or this Agreement, lost plant material shall be replaced by comparable sized plants and of the same species and horticultural variety as the shrub or tree being replaced unless otherwise agreed by both parties.
- 7.21 **EMERGENCY SERVICES** – The Contractor shall provide the Metroparks with the names and contact information of at least two (2) qualified persons who can be contacted by the Metroparks designated representative(s) when emergency maintenance conditions occur during hours when the Contractor's normal work force is not present.

7.22 **BONDS** - The Contractor shall furnish at its own expense the Faithful Performance and Labor and Material Bonds with a responsible surety authorized to issue such bonds in Michigan. The successful Contractor shall furnish bonds covering performance of the Contract for the agreed Contract period.

The amount shown for each shall be equal to 100 percent of the full amount of the Contract.

7.23 **QUALIFICATIONS OF CONTRACTOR AND PERSONNEL** - The Contractor shall employ a GCSAA Certified Superintendent (Superintendent) who shall hold a valid and current Class "A" certification from the Golf Course Superintendents' Association of America (GCSAA).

- A. The Superintendent shall be present at the golf course a minimum of five (5) days.
- B. Maintenance personnel shall be on site a minimum of 40 hours per week between the hours of 6:00 am and 2:00 p.m. and on weekends and holidays between 5:30 a.m. and 8:30 a.m. A supervisory person shall be available for call 24 hours a day
- C. All personnel shall have a valid Michigan driver's license. All personnel shall be legally able to work in the United States. No one under the age of eighteen (18) shall operate equipment. Personnel shall abide by Metropark policies while on Metropark property. The Metroparks shall be notified of all after hours work. Golf course premises and on site Contractor equipment shall be used for Metroparks business only. All safety and MIOSHA standards shall be practiced at all times.
- D. Should any vacancy occur in the position of golf course maintenance superintendent, the Contractor will advise the Metroparks in writing in advance of hiring as to the identity and the qualifications of any person whom the Contractor intends to place in such vacant position. The Metroparks reserves the right, at its sole discretion, to disapprove any such selection.
- E. The Contractor shall employ sufficient English speaking supervisory personnel to act for the Contractor at all times.
- F. Conduct of the employees of the Contractor shall be subject to reasonable regulation by the Metroparks. Employees must be familiar with golf course etiquette. All employees of the Contractor shall be clean, courteous, efficient and neat in appearance.
- G. All employees of the Contractor shall be in approved uniforms at all times which include nametags, shirts identifying the person as an employee of the Contractor. Uniforms are to be furnished by the Contractor at no cost to the Metroparks. Uniforms and employee appearance must be consistent with the HCMA Appearance Policy, available upon request.
- H. The Contractor shall not employ any person or persons in or about any facility who are known to use improper language or act in a loud or boisterous or otherwise improper manner. Upon written notification by the Metroparks to the Contractor that a person employed by the Contractor is, in the Metroparks's opinion, disorderly, unsanitary, or otherwise unsatisfactory, the Contractor shall remedy the situation to the Metroparks's reasonable satisfaction, and failing that, the employee shall be removed from service at any of the facilities and shall not again be trained or employed by the Contractor at any facility without consent of the Metroparks.
- I. The Contractor agrees, at the request of the Metroparks or its authorized representative, forthwith to terminate for cause the employment within the park(s) of any employee whom the Metroparks or such representative reasonably considers detrimental to the best interests of the park(s) or the public using same.
- J. The Contractor shall employ such help and personnel as it may deem reasonable and necessary for its operation hereunder. The Contractor is to comply with all applicable State and Federal Employment laws and regulations. The Contractor's attention is called to the requirement imposed by MCL 37.2209. The Contractor agrees that he will not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement with respect to his hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related, to employment, because of his race, sex, color, religion, national origin or ancestry. Breach of this covenant will be regarded as a material breach of this Agreement.
- K. The Contractor and its staff that is specifically assigned to Kensington Metropark Golf Course will be provided, at the Metroparks's expense, one (1) Metropark vehicle entry permit per

Contractor employee for access to the park. Said employees shall be required to pay the regular public fees and charges for all other Metroparks facilities and/or programs.

- 7.24 **STOCKPILES** - All mineral and natural resources of the Metropark shall remain Metropark property and may not be sold, transported, or removed off of the site. Delivery of any and all material and fill brought to the golf course shall have prior approval from the Metroparks. No dumping or burial of any material shall take place. Material and property of the Contractor shall be removed upon termination of the Contract.
- 7.25 **FUEL** – The Contractor shall be responsible for providing all fuel necessary to operate its maintenance equipment at all times. The Contractor shall not have access to fueling facilities and equipment that is the property of the Metroparks including the existing underground fuel storage tanks and fuel pumps located at the maintenance yard. Metroparks will have twenty-four (24) hour access to its aforementioned fueling facilities for the purposes of refueling golf carts and other Metroparks vehicles.
- 7.26 **VANDALISM** – The Contractor shall be responsible for the repairs and/or replacement of Metroparks property, whether real or personal, which is lost, damaged, or destroyed through vandalism, while in possession or under control of the Contractor, or which is damaged or destroyed as a result of failure of the Contractor to protect said property.
- 7.27 **FORCE MAJEURE** - Neither Party hereto shall be liable to the other for any failure of performance due to causes beyond its reasonable control, the occurrence of which could not have been prevented by the exercise of due diligence (“Force Majeure”), such as acts of God, acts of the other party, acts of civil or military authority, fires, floods, earthquakes, epidemics, windstorms, explosions, natural disasters, sabotage, vandalism, wars, riots, strikes, work stoppages, labor disputes, or changes in laws or regulations; provided, however, that written notice of such Force Majeure event (including the anticipated duration of the delay caused by a Force Majeure event) shall be given by the affected Party to the other Party as soon as possible after the event or occurrence (but in no event more than thirty (30) days thereafter).

Storm cleanup/damage to trees over 15-feet of the height of the tree will be handled on a time and material basis. Contractor will be responsible for all tree trimming under 15-feet of the height of the tree. Quotes are to be submitted on a per event basis.

- 7.28 **ALTERNATE MAINTENANCE PROGRAM AND METHODS** - An alternative to the maintenance program listed below must be approved by the Metroparks prior to implementation.
- 7.29 **SOIL SAMPLES** - Soil samples shall be taken (at a minimum) on an annual basis before or early in the growing season on three greens, three tees and three fairways on a rotating schedule. Applications of fertilizer and micronutrients shall be based on soil test results and recommendations. Upon request, a record of the soil samples will be provided to the Metroparks.
- 7.30 **IRRIGATION – EQUIPMENT REQUIRED TO IRRIGATE ALL AREAS OF THE GOLF COURSE AND THE ADMINISTRATIVE OFFICE LAWN**
- A. Scheduling - The entire golf course shall be irrigated as necessary in quantity and frequency consistent with seasonal requirements in order to support proper and vigorous growth of the turf. Additional hand watering shall be done to insure proper moisture levels. Watering shall be done at night or other appropriate times so as not to interfere with golf play. Irrigation coverage shall be reviewed daily.
 - B. Maintenance - Contractor shall be responsible for the repair and/or replacement of all heads, wiring, electronics, computer systems, sensors, pumps, and pipe as needed to maintain the proper operation of the entire golf course irrigation system (including greens, tees, fairways, roughs, planters, flower beds, etc.) on an on-going basis. All replacement parts must meet or exceed original equipment installed. All repairs shall be approved by the Metroparks prior to any repair work. Any damage caused to the irrigation system including pumping station and control components, utilities, or structures, by the Contractor, shall be replaced or repaired at no expense to the Metroparks. All excavations shall be cordoned off to protect the public and filled in within 48 hours or less. At no time shall excavations be left open and unattended without proper barricades.
 - C. Duration - Irrigation maintenance includes system startup and proper winterization of irrigation system and pump house for the irrigation system on the golf course as well as the irrigation

system at the Metroparks's Administrative Office. Any damage incurred to the irrigation system, pump house components or related items through the improper winterization, improper maintenance or negligence of the Contractor will be replaced by the Contractor with original manufactured equipment and calibrated by an approved qualified technician at no additional expense to the Metroparks. All equipment shall be maintained in and in working condition within two (2) weeks of needed repair unless otherwise approved by the Metroparks. All repairs shall be brought to the attention of the Metroparks. Any third party contractors needed to repair components must first receive approval and provide the proper insurance before beginning work.

- D. The Administrative Office irrigation system is connected to the golf course irrigation system, the Contractor shall be responsible for spring start-up and fall winterization of the entire system.
- E. Trimming - Bi-monthly edging and trimming shall take place on all irrigation heads, isolation valves, splice boxes, and quick couplers.
- F. Drainage Systems - All existing drain lines and fixtures should be maintained in working order at all times. Drain line risers are edged and trimmed monthly.

7.31

MISCELLANEOUS ITEMS

- A. During the Contract period, the Metroparks will be completing construction of a new golf starter building, and operating out of a temporary golf starter trailer. The Contractor shall maintain any areas, grounds, landscape beds, etc. NOT cordoned off by the starter building construction contractor per these specifications.
- B. **FENCES** - Necessary repairs or replacement of all fences, gates and locking devices needed for the protection of the golf courses or equipment should be done immediately. All components shall meet or exceed current material specifications.
- C. All golf balls on the golf course and in the pond(s) are the property of the Metroparks.
- D. **WET LANDS** - Contractor shall clean all surface drains and culverts in wetland areas and throughout the golf course. All drainage structures must be kept free of debris at all times.
- E. **POND ORNAMENTAL FOUNTAIN** - Contractor shall be responsible for the maintenance and repair of any and all pond ornamental fountain(s) as needed for proper operation. Metroparks has an existing contract with The Pond Guy (801-765-9665) for the fall removal and winterization (completed in 2011) and spring installation and start-up (to be completed in 2012) of the fountain. The Contractor shall be responsible to renew this contract with the specified vendor at the Contractor's expense for the period beginning in the spring of 2012 and ending with reinstallation in the fall of 2014. The Contractor shall not bill the Metroparks separately for this work but shall incorporate this expense in its maintenance proposal.
- F. **NATURALIZED AREAS (FESCUE/HEATHER)** - Contractor shall fertilize areas consisting of fescue (designated heather) one (1) time per year using an agriculture grade 1-0-1 ratio fertilizer. Spot treat with herbicide as needed. Naturalized areas shall be mowed with brush hog one (1) time per year in the late fall/early winter.
- G. **CART PATHS** - All cart paths including paved and unpaved surfaces, shall be maintained and repaired as needed and as directed by the Metroparks. Paths shall remain free of debris, cracks or pot holes and shall be repaired as needed. Gravel paths shall be graded monthly, and maintained free of potholes. Traffic rope and stakes shall be installed as needed to protect worn areas and to maintain turf quality.
- H. **PRACTICE CAGE MAINTENANCE** - Contractor shall install netting at the two (2) practice cages near the first tee each spring, maintained throughout the golf season, and removed and stored for the winter.
- I. **WINTER SEASON PREPARATION** - Contractor shall cordon off all tees with boulder walls, and/or other potentially unsafe conditions, and install warning sign(s) on all pond(s) which may present a hazard for cross country skiers. The maintenance road that runs through the golf course to the pump house shall have the edges staked for delineation purposes for winter snow removal.

- J. **ACID INJECTION SYSTEM** - The Contractor shall be responsible for the operation, maintenance, and repair of the acid injection system associated with the irrigation system equipment. The pH of the irrigation water must be maintained at a level (5.5) to inhibit the growth and proliferation of Zebra Mussels that are at high density population levels in the water of Kent Lake. If these Mussels are allowed to enter the irrigation system and multiply their presence will ultimately clog the sprinkler heads and inhibit the proper distribution of water to the golf course turf.

Metroparks has an existing contract with Prime Turf winterization (completed in 2011) and spring installation and start-up (to be completed in 2012) of the fountain.

The Contractor shall be responsible to continue to use the specified vendor at the Contractor's expense for the period beginning in the fall of 2012 and ending in the spring of 2015. The Contractor shall not bill the Metroparks separately for this work but shall incorporate this expense in its maintenance proposal.

7.32

ENVIRONMENTAL COMPLIANCE AND RECORDKEEPING

- A. Environmental Compliance / Sustainability Program - The Contractor shall comply with all Metropark, local, State and Federal laws, regulations, policies and programs. Metropark emergency pollution response procedures or equal must be adopted and followed. The Contractor is required to participate in the Metroparks environmental compliance and Phase II Storm Water Management programs. Any costs associated with the proper disposal of environmental waste will be the responsibility of the Contractor.
- B. Water Use Record Keeping for Michigan DNRE State Monitoring Program The Contractor shall be responsible for record keeping and submittal to applicable local and State of Michigan regulatory agency(ies). Monthly total water use must be recorded and the annual total water used for golf course and lawn irrigation purposes must be submitted annually to the Michigan DNRE and the Metroparks
- C. Access to all facilities must be made available for environmental audit and review by Metroparks staff. Any environmental occurrence must be reported to the Metroparks immediately and/or as required by state and federal law.
- D. Status of Certification in the Michigan Environmental Stewardship Program must be maintained and all requirements for recertification must be met by the Contractor. Contractor shall be responsible for maintaining all required licenses, certifications (i.e.: certified pesticide application), permits or other requirements for proper operation and maintenance of the golf course.
- E. The Metroparks is actively involved in a sustainability program with the intent of reducing the negative environmental impact of park maintenance and operations. The Contractor will be requested to cooperate with these existing programs.
- F. Record Keeping & Reporting - The Contractor shall keep records of all maintenance practices on the golf course in such a fashion that the Metroparks can, at any time, audit records to determine that the terms of the contract are met, including but not limited to, pesticide application logs, fertilization applications, water use, hazardous and non-hazardous waste removal documents, fuel delivery and use, or others as requested.

7.33

TEMPOARY STARTER TRAILER AND STARTER BUILDING SITE CLEAN-UP AND RESTORATION

A new starter building is currently under construction and the course is operating from a temporary trailer. It is anticipated that the new building will be operational in the spring of 2012. At the time of opening, Metroparks will be responsible for the removal of the trailer and other structures needed for operations. The Contractor will be responsible for final site clean-up and restoration of damaged turf, paths, and landscaping that falls outside the new building contract limits. The Contractor will also be responsible for the post construction maintenance of the entire site surrounding the starter area including newly planted landscape beds, turf, and all restored areas.

01/19/2011

PRODUCER PHONE NUMBER		FAX FAX NUMBER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
PRODUCER NAME					
ADDRESS					
CITY					
INSURED CONTRACTOR NAME		INSURERS AFFORDING COVERAGE		NAIC #	
ADDRESS		INSURER A: INSURANCE COMPANY A			
CITY		INSURER B: INSURANCE COMPANY B			
		INSURER C:			
		INSURER D: MUST BE RATED A- OR			
		INSURER E: BETTER BY A.M. BEST			

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X		GENERAL LIABILITY	POLICY NUMBER	DATE	DATE	EACH OCCURRENCE \$ 1,000,000
			<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
			<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
			<input checked="" type="checkbox"/> INCL XCU HAZARD				PERSONAL & ADV INJURY \$ 1,000,000
			<input checked="" type="checkbox"/> BLNKT CONTRACTUAL				GENERAL AGGREGATE \$ 2,000,000
			GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG \$ 1,000,000
			<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	X		AUTOMOBILE LIABILITY	POLICY NUMBER	DATE	DATE	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
			<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
			<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
			<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
			<input checked="" type="checkbox"/> HIRED AUTOS				
			<input checked="" type="checkbox"/> NON-OWNED AUTOS				
			GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
			<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
							AUTO ONLY: AGG \$
A	X		EXCESS / UMBRELLA LIABILITY	POLICY NUMBER	DATE	DATE	EACH OCCURRENCE \$ 5,000,000
			<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 5,000,000
			<input type="checkbox"/> DEDUCTIBLE				\$
			RETENTION \$				\$
A			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	POLICY NUMBER	DATE	DATE	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
			ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N				E.L. EACH ACCIDENT \$ 1,000,000
			If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A			OTHER HERBICIDE/PESTICIDE & POLLUTION LIABILITY	POLICY NUMBER	DATE	DATE	\$1,000,000 PER OCCURRENCE
						\$2,000,000 AGGREGATE	
B			EQUIPMENT BREAKDOWN	POLICY NUMBER	DATE	DATE	\$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

PROJECT: MAINTENANCE OF GOLF COURSE AT KENSINGTON METRO PARK

HURON CLINTON METROPLITAN AUTHORITY IS LISTED AS ADDITIONAL INSURED

\$ 1,000,000 LIMIT FOR COVERAGE FOR GOLF COURSE PROPERTY INCLUDING:

TEES, GREENS, FAIRWAYS AND GROUNDS

SEE ATTACHED DESCRIPTIONS

CERTIFICATE HOLDER

CANCELLATION

HURON CLINTON METROPOLITAN AUTHORITY
13000 HIGH RIDGE RD
BRIGHTON, MI

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

HURON CLINTON METROPOLITAN AUTHORITY

Certificate issued to HURON CLINTON METROPOLITAN AUTHORITY

ATTACHMENT 1

01/19/2011

PRODUCER NAME

01/19/2011

PESTICIDE & HERBICIDE APPLICATION COVERAGE INCLUDING POLLUTION LEGAL LIABILITY POLICY

COVERAGE APPLIES ON A PRIMARY BASIS AND THE INSURANCE OF THE ADDITIONAL INSURED SHALL BE NON-CONTRIBUTORY. (INCLUDE COPY OF THE ADDITIONAL INSURED FORM)

ALL POLICIES INCLUDE WAIVER OF SUBROGATION IN FAVOR OF HURON CLINTON METROPOLITAN AUTHORITY.

INSURER WARRANTS THAT ADDITIONAL INSURED INCLUDES COMPLETED OPERATIONS.

THE FOLLOWING CANCELLATION NOTICE SUPERCEDES THE STANDARD WORDING:

SHOULD ANY OF THE THE DESCRIBED POLICIES BE CANCELLED OR MATERIALLY CHANGED BEFORE THE EXPIRATION DATE THEREFORE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED.

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

PLACE HOLDER
FOR
GOLF COURSE
MAP

KENSINGTON METROPARK GOLF COURSE MAINTENANCE PROGRAM

The following is a description of the current common practices for the maintenance of Kensington Golf Course. Proposed deviations from these practices should be discussed in Attachment 4-Vendor Questionnaire.

MOWING

Greens, practice putting greens, and turf nursery shall be mowed seven (7) days per week during the active growing season by triplex type greens mowers. Frequency and height of cut should be 0.10" to 0.11" but may be modified, with prior approval by the Metroparks, as deemed necessary May through September. Early spring and end of season greens may be mowed as needed with height of cut not to exceed 0.135. The practice of alternate mowing patterns must be followed. Greens shall be mowed before daily course play begins. Collars and aprons shall be mowed at least three (3) times per week during the active growing season, less during periods of dormancy. Collars and aprons height of cut shall be between 0.3 and 0.5 inches and shall be mowed with triplex greens mowers with the grass clippings being collected from the playing surface.

All tee areas shall be mowed with triplex greens mowers (alternating patterns) and grass clippings collected from the playing surface every other day, during the active growing season and less often during period of reduced growth. Height of cut shall be 0.5".

Fairways shall be mowed a minimum of three (3) times per week during the active growing season. All fairways are maintained at a height of 0.625" and 0.6825" during the growing season.

Rough areas shall be mowed a minimum of twice one (1) time per week during the active growing season and less frequent during periods of slow growth. Roughs shall be maintained at a height of 1.5" and 3.0" during the growing season.

FERTILIZING

Types and analysis of fertilizers to be applied to **greens, practice putting green(s), and turf nursery** shall be determined from the results of soil nutrient testing and growing conditions. Approximately five (5) pounds of actual nitrogen per 1000 sq. ft. may be applied during the growing season. In general, greens shall be fertilized monthly with #3/4 lb. of N&K/1,000 sq. ft. (May through September) with a slow release fertilizer. Additional foliar application of 0.1 lb. N/1,000 sq. ft. shall be applied bi-weekly (March-April-May-Sept-Oct). Weekly foliar applications of 0.1 lb. N/1,000 sq. ft. June, July and August may also be applied. The application of micro nutrients shall be dictated by soil analysis results and recommendations. Applications of potassium are 5-7 pounds annually. Collars and aprons shall be included with greens fertilization.

All **tee areas** shall be fertilized a minimum of three (3) times per year using a 1 to 1 N to K ratio applied at one and one-quarter (1-1/4) lb. of Nitrogen per 1,000 sq. ft. The application of micro nutrients shall be dictated by soil analysis results and recommendations.

All **fairways** shall be fertilized a minimum of two (2) times per year with a 1 to 1 N to K fertilizer at an annual rate of 3.0 lbs. N&K/1,000 sq. ft. The application of micro nutrients shall be dictated by soil analysis results and recommendations.

All **roughs** shall be fertilized a minimum of one (1) time per year with a slow release fertilizer at an annual rate of 2 lbs. N&K/1,000 sq. ft.

AERIFICATION

Core aerify all **greens, practice putting green(s) and turf nursery** two times per year during the growing season. Remove cores; apply topdressing with 100% angular sand and drag until holes are completely filled. Spot topdressing may be applied to repair damage from ball marks or any other damage. Light topdressing may be done in conjunction with verticutting during the growing season. This shall be carried out with a minimum of interference with course play and with prior approval by the Metroparks.

At a minimum, all **tee areas** are to be aerified once per year using 5/8" hollow tines at 2 X 2 spacing. An increased frequency of aerification may be required to promote turf health, using the appropriate equipment

All **fairways** shall be aerified one (1) time per year. If hollow tines are used cores are to be chopped, dragged, and tufts blown. Spot aerification may be done any time to relieve compaction. This shall be carried out with a minimum of interference to course play and with prior approval by the Metroparks.

TOPDRESSING

Topdressing specification and subsequent samples of the sand for **greens, practice putting greens and nurseries** shall be provided to the Metroparks for approval prior to application. Round sand will not be acceptable. Solid tine or deep tine aerify with Soil Reliever using one-half inch (½”) tines, with 2 X 2 spacing to an 8” to 10” depth in June and November. Application shall be done with an approved topdressing spreader. This shall be carried out with a minimum of interference with course play and with prior approval by the Metroparks.

All **tee areas** shall be verticut and top dressed once a year with an 80/20 sand-topsoil mix. Topdressing specification and subsequent samples of the mix shall be provided to the Metroparks for approval prior to application. Round sand and peat will not be acceptable components of the mix.

WEED CONTROL

All **greens, practice putting green(s) and turf nursery** are maintained free of foreign grasses and weeds for a smooth playable surface. This will be achieved through both pre and post-emergence chemical applications. Applications will be done in a timely manner to minimize damage to course playability. In the Spring of each year a minimum of two applications of Primo-Proxy or equivalent shall be applied to suppress *Poa annua* seed head formation.

All **tee areas and fairways** shall be kept free of weeds and undesirable grasses by the proper application of herbicides. Spot treatments with contact herbicide shall be performed as needed.

All **planters, perennial or annual flower beds, perennial grass beds and landscaped beds** shall be maintained and free of weeds and unwanted grasses whether by mechanical or chemical means. Adequate amounts (3” min.) of wood mulch should be maintained in beds at all times to prevent weed and grass infestation and maintain aesthetics

CHEMICALS AND PESTICIDES

This section applies to all golf course grounds including the maintenance of greens, tees, fairways, and roughs.

All chemical and pesticide applications shall be made during the night and/or very early morning hours when golfers are not present.

Pesticide and chemicals shall be applied in accordance with all applicable laws and regulations, during proper weather conditions, and with all contacts informed who are present listed on the golf course pre-notifications lists. Contact list will be provided by the Metroparks.

The Contractor shall not use chemicals that require a special permit unless otherwise approved by the Metroparks.

All chemicals stored or remaining on-site shall be properly removed, transported and/or disposed of upon termination of this Contract by and at the expense of the Contractor.

INSECTICIDES

All **greens, practice putting green(s) and turf nursery** shall be treated on a curative basis. An IPM (Integrated Pest Management) program will govern rates and timing of applications

Applications on **tee areas** shall be carried out on a curative “as needed” basis. An IPM (Integrated Pest Management) program will govern rates and timing of applications.

All **fairways** are to be treated on a curative basis. An IPM (Integrated Pest Management) program will govern rates and timing of applications

Applications on **roughs** shall be carried out on a curative “as needed” basis. An IPM (integrated Pest Management) program will govern rates and timing of applications.

FUNGICIDES

A preventative fungicide program with a minimum of twelve applications during the season and a minimum of one additional application for the prevention of snow mold shall be instituted on all **greens; including collars and aprons** for the prevention of all applicable diseases associated with bentgrass/poa annua surfaces.

Applications of fungicides on **tee areas** shall be carried out on a preventative schedule with a minimum of six applications during the season and an additional treatment at the end of the season for snow mold prevention. An IPM (integrated Pest Management) program will govern rates and timing of applications.

A fungicide program shall be instituted on all **fairways** on a preventative schedule with a minimum of seven applications during the season. An IPM (integrated Pest Management) program will govern rates and timing of applications

Applications on **roughs** shall be carried out on a curative “as needed” basis. An IPM (integrated Pest Management) program will govern rates and timing of applications.

GREENS

Cup Locations - Change cup locations on all greens and practice putting greens every day during the active season. Cup locations are moved at least twenty feet from the previous placement. Contractor must use hole target rings to help maintain a clean cup edge.

Grain Control - Verticutting shall be done a minimum of two (2) times from April to May and again at least two (2) times from September to October and shall be coordinated to compliment aerification and topdressing schedules. Combing and brushing may also be done.

Repair - Repair ball marks daily. Divots or any other damaged turf on all greens and practice putting greens should be repaired immediately.

TEES– ALL AREAS USED FOR TEEING SURFACE

Set-up - Tee markers and all tee equipment shall be moved daily for proper teeing and to control turf

wear. All tee and fairway yardage markers and GAM markers shall be trimmed monthly. Move green and tee markers to preserve hole yardage integrity.

Divots - Divots on all tees shall be filled by hand daily with an 80/20 sand-topsoil mix and approved bluegrass and perennial ryegrass seed mix. Drag until holes are completely filled. Topdressing specification and subsequent samples of the mix shall be provided to the Metroparks for approval prior to application. Round sand and peat will not be acceptable components of the mix.

FAIRWAYS – AREAS OF PLAY EXCEPT GREENS, TEES AND ROUGHS

Divots - Divots on all fairways are filled by hand daily with an 80-20 soil mix and approved bluegrass and perennial ryegrass seed mix. Topdressing specification and subsequent samples of the mix shall be provided to the Metroparks for approval prior to application. Round sand and peat will not be acceptable components of the mix.

SAND BUNKERS

Maintenance - All sand bunkers (bunkers) shall be raked a minimum of four (4) times per week, edged and trimmed monthly, and sand added as needed to maintain a semi-soft dry smooth condition. Bunkers shall be maintained free of weeds, grasses and debris. Care shall be taken to maintain the design outline of the bunker to insure the integrity of the bunker shape. If integrity cannot be maintained the edges shall be rebuilt to the original design.

Depth - The depth of sand shall be checked on a regular basis and shall be an average depth of six inches (6”) of soft, playable sand at all times.

Materials – Sand used to construct new and/or replenish existing bunkers shall meet the specifications of “West Branch” grade aggregate as supplied by Sand Sales Co. LLC, Clarkston, MI (313-410-5201).

PLANTERS, FLOWER BEDS AND LANDSCAPES

Trimming - The plant material (trees, shrubbery, perennial plants, flowers and ground covers) in planters, landscaped beds shall be trimmed for appearance and protected from wind, insect damage, and disease as needed or determined by the Metroparks.

Trees within the defined golf course boundary -

New Trees - All trees planted within the twenty-four (24) month period previous to the commencement of this contract shall be maintained in good health and by the contractor. Trees shall be trimmed to improve appearance and to remove dying or dead branches. As directed by the Metroparks and as needed due to

weather conditions, owner supplied water bags shall be reinstalled around the base of trees and filled with water for the remainder of the growing season. With Metroparks approval, guy wires and stakes shall be removed from those trees of sufficient size and establishment to be able to stand unassisted.

Mulch - Trees shall be mulched in accordance with the current practice by the Metroparks. Mulched areas around the base of trees shall be maintained at an adequate level (min. 3") and shall be kept free of weeds, unwanted grasses and litter.

Pruning - All ornamental trees are pruned for protection from wind and pests as well as for appearance. Large trees will be trimmed as needed to protect the public from injury or prevent damage to park facilities. Once identified by Metropark Landscape Architect or Arborist as a hazardous, all dangerous trees or limbs are to be removed promptly for public safety. All pruning, trimming or cutting will be done to International Society of Arboriculture standards. Unless damaged, no trees are to be removed without prior approval of the Metroparks. All wood shall be transported and disposed of within the Park as directed by the Metroparks.

Watering - All trees are watered as necessary to provide adequate moisture for proper growth.

GENERAL

Large area mowers should not be used within one foot of the trunk of all trees.

Girdling. Damage from string-line trimmers will not be tolerated. If the health of a tree is compromised as a result of Contractor's maintenance practices, it will be replaced as negotiated by the Owner.

Litter Control - Policing for debris and overall appearance of the golf course shall be done on a regular basis for the removal of litter (paper, leaves, cans, bottles, branches, etc.)

**HURON-CLINTON METROPOLITAN AUTHORITY
REQUEST FOR QUALIFICATIONS
REQUEST FOR PROPOSALS
RFP – 01 – 2012
GOLF COURSE MAINTENANCE SERVICES
KENSINGTON METROPARK**

Date

VENDOR QUESTIONNAIRE

The following questionnaire shall be completed by all Bidders. Please provide requested information and complete questions to the extent that you represent yourself to the best of your ability. Responses to this questionnaire will be the basis evaluating the qualifications of each Bidder. Please use the form where applicable and attach additional sheets with answers to the open-ended questions which follow.

1.

<u>DATE</u>	<u>FIRM NAME</u>	
<u>YEAR ESTABLISHED</u>	<u>YEARS IN BUSINESS</u>	

2. TYPE OF ORGANIZATION: (Check One)

_____ a. Individual _____ d. Joint Venture

_____ b. Partnership _____ e. Other _____

_____ c. Corporation

3. FORMER FIRM NAME(S) IF APPLICABLE:

4. Have you, your organization or affiliates ever filed for bankruptcy protection?

If yes, please explain: _____

5. Positive References. Provide a complete list of similar contracts for golf course maintenance held for the last ten years, including facility name, contact person, phone number, email address and years of service.

<u>Facility Name</u>	<u>Contact Name</u>	<u>Phone</u>	<u>E-Mail</u>	<u>Years of Service</u>

6. Provide a listing of the specific individuals that will be assigned to maintain the golf course. Provide the background and experience of these individuals. Firms must identify the Golf Course Maintenance Superintendent that will be assigned to the Huron-Clinton Metroparks's account. The Superintendent must have current GCSAA Class A certification or approved equivalent. Include resumes, experience and responsibilities for each individual listed in this section. Copies of Certificates must be submitted with proposal. Include the following information in your response:

NAME	TITLE	DEGREE/ CERTIFICATION	YEARS OF EXPERIENCE

7. Provide a detailed staffing plan indicating the type and quantity of the various positions your Bidder feels is necessary to provide the maintenance services required including the number of full-time and part-time staff.

POSITION TITLE	POSITION DESCRIPTION	NO. OF FULL TIME	NO. OF PART TIME

8. List all golf course maintenance contract commitments your firm is currently engaged to perform. Give facility address, owners contact information, size and type of facility, contract start and completion dates, and gross annual amount of each contract.

<u>Facility</u>		<u>Address</u>		
<u>Contact Name</u>		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>
<u>Size (acres)</u>	<u>Public or Private</u>	<u>No. of Holes</u>	<u>Contract Period</u>	<u>Gross Annual Contract Amt</u>
<u>Facility</u>		<u>Address</u>		
<u>Contact Name</u>		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>
<u>Size (acres)</u>	<u>Public or Private</u>	<u>No. of Holes</u>	<u>Contract Period</u>	<u>Gross Annual Contract Amt</u>
<u>Facility</u>		<u>Address</u>		
<u>Contact Name</u>		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>
<u>Size (acres)</u>	<u>Public or Private</u>	<u>No. of Holes</u>	<u>Contract Period</u>	<u>Gross Annual Contract Amt</u>
<u>Facility</u>		<u>Address</u>		
<u>Contact Name</u>		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>
<u>Size (acres)</u>	<u>Public or Private</u>	<u>No. of Holes</u>	<u>Contract Period</u>	<u>Gross Annual Contract Amt</u>

NOTE: Attach additional sheets numbered appropriately for identification.

9. Describe your firm's experience relative to golf course maintenance services. Provide your firm's background and its organizational structure including a brief history of the firm. Provide specific examples of your firm's golf course maintenance experience. The examples must be contracts in which your firm provided continuous maintenance services for three years or more. Include experience / qualifications your firm has in maintaining municipal golf courses. The examples can be for contracts that are still active or have been completed within the last ten (10) years.
10. Provide your firm's proposed overall statement of maintenance plans for the golf courses and other responsibilities that indicates how your firm will provide maintenance services. The firm must state fully the proposed detailed concept and plans in regard to the following:
 - a. Course Maintenance and Metroparks involvement.
 - b. Golf starter area grounds maintenance
11. If a joint venture or association is proposed, how will the work on this contract be handled? Please be specific. Include a list of team members that may partner/participate on this contract including their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these professionals.
12. What services are provided in-house and what services are subcontracted to outside firms as it relates to these services. If outside firms will be used, include their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these subcontractors.
13. Provide detail explanation of your firm's experience with reference to labor relations, contractual and legal issues, personnel benefits, employee orientation and training.
14. Provide a brief description of any litigation or which you have been or are currently involved over worker health and safety, labor laws, or affirmative action, as related to performance of duties.
15. If applicable, describe the circumstances under which your firm was terminated from a contract for cause.
16. Provide firm's approach to sharing information with municipal clients relative to maintenance and financial matters. Examples of reports should be included with the proposal.
17. Provide the proposed transition plan of operation from the Huron-Clinton Metroparks to your firm.
18. Describe your firm's grounds maintenance experience including technical expertise to manage turf effectively, especially on golf course greens, tees and fairways. Attach sample of maintenance conditions report which you would submit to the Metroparks weekly, bi-weekly, monthly and/or annually.
19. Provide a list of all equipment that will be provided for maintenance of Kensington Golf Course. Include year, make and model in the description as well as total number of units that will be available.

PROPOSAL: FORM B - PRICE PROPOSAL

1. **CONTRACT PERIOD** - The undersigned proposes TO PROVIDE REQUIREMENTS OF GOLF COURSE MAINTENANCE SERVICES FOR HURON-CLINTON METROPARKS KENSINGTON GOLF COURSE FOR THE PERIOD OF March 1, 2012 through February 1, 2015 in accordance with the specifications attached hereto and to be considered an integral part hereof as follows:

2. **USE OF METROPARKS BUILDINGS/INFRASTRUCTURE**

- A. Under this section, the term Contractor refers to the successful Bidder.
- B. The Contractor will be required to pay a rental fee to the Metroparks for use of the Maintenance Building and Pesticide Storage Building. This rental fee is intended to cover all utilities (excludes phone service) including electricity, gas, septic, insurance, alarm fees, and minor building repair costs.
- C. This rental fee will be deducted from each month's contractor maintenance payment.
- D. The rental fee will be \$2,400.00 per month for the length of this contract (\$86,400 total).
- E. The Contractor agrees to keep the buildings, surrounding premises and equipment in a good state of repair, free from hazardous conditions and deterioration. The standard to be used shall be consistent with the current conditions and Metroparks Golf Course Operations.
- F. The Contractor will be responsible for payment of all telephone bills which will be maintained in the contractor's name. The Contractor will be responsible for all janitorial services of all buildings occupied. The Contractor will be required to maintain the General Liability Insurance including Blanket Contractor Liability and Damage to Rented Premises Coverage as detailed under the Insurance Requirement Section naming Huron-Clinton Metropolitan Metroparks as an "additional named insured."
- G. The Metroparks reserves the right to access and use the building during the off season.

3. **PAYMENT SCHEDULE - CONTRACTOR MAINTENANCE PAYMENTS**

- A. The Metroparks agrees to pay the Contractor in installments per the following schedule over the length of this contract. The Contractor agrees to invoice the Metroparks at the end of each month for that month's installment.
- B. The Metroparks agrees to pay the Contractor by the 15th of each month for the previous month's installment payment in accordance with the following schedule:

Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total
0%	10%	15%	15%	15%	15%	10%	5%	5%	5%	3%	2%	100%

4. **MAINTENANCE FEE PROPOSAL** - Under this proposal, the Bidder agrees to pay the Metroparks for the use of the premises the amount listed above (6.02-C.). Terms of payment are net 15th.

Total Maintenance Fee for the Contract Period	\$ _____
Less Total Facility Rental Fee	\$ <u>(\$86,400.00)</u>
Total Net Payment Due to Contractor	\$ _____

PROPOSAL: FORM B - PRICE PROPOSAL SUPPLEMENTAL DUTIES

The following work is currently performed by the Kensington Golf Course maintenance staff.

Please provide a **per year** price to perform the work described below.

1. Snow and ice removal on all walks and paths at the Ski Center(Clubhouse); Administrative Office; Golf Course Maintenance Building; West Boat Launch Restrooms; Nature Center; Turtle Head Restrooms \$ _____
2. Grooming of the Cross Country Ski trails around the Golf Course and from the Golf Course to Island Road \$ _____
3. Grooming and snow removal of the toboggan runs \$ _____
4. Mowing, irrigating, fertilizing, weeding and trimming the lawns and trees at the Administrative Office as well as the lawns and trees along the park road shoulders from Kensington Road to the West Boat Launch entrance. \$ _____
5. Mulching, irrigating, fertilizing, weeding and trimming of all the landscape beds at the Administrative Office, and planting new plant material as needed. \$ _____
6. Mowing, irrigating, fertilizing, weeding and trimming of the lawn and trees around the Clubhouse. \$ _____
7. Mulching, irrigating, fertilizing, weeding and trimming of all the landscape beds at the Clubhouse. \$ _____
8. Garbage pick-up and disposal from trash cans on the Kent Lake fishing piers and near the golf course pump house \$ _____
9. In and off season repairs and preventative maintenance of all the golf carts; player assistant carts and the beverage cart \$ _____
10. Set up and take down of the portable canopy structures and picnic table placement for golf tournaments and outings \$ _____

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: David L. Wahl, Pension Trustee
Subject: 2011 Pension Plan Contribution
Date: September 27, 2011

The 2011 actuarial valuation of the Authority's Pension Plan was performed by Gabriel, Roeder, Smith & Company. The valuation results will be reviewed by the Pension Committee at their Oct. 13, 2011 meeting prior to the Board meeting.

The actuarial valuation process calculates the required contribution to adequately fund the Authority's pension costs for the 215 participants for the Pension Plan Year Oct. 1, 2011 to Sept. 30, 2012. Based on an update of employee census data for 2011 wage/service levels, Plan benefits and asset values, G.R.S. is recommending a contribution of \$2,315,472. This represents an increase of \$168,968 (7.8 percent) from 2010's contribution of \$2,146,504. The Pension Committee approved a number of assumption changes (mortality table, retirement rates, amortization period, etc.) in June 2011, which contributed to the increased contribution (\$148,000). Also, for the first time, the contribution amount includes reimbursement of seasonal pension benefits of \$36,000 paid out from the 2010 season. In total, the recommended contribution is 16.8 percent of base wages of \$13.8 million. G.R.S. considers the funded status of our Plan at 70.1 percent to be acceptable.

The 2011 Budget contains \$2,295,800 for the 2011 contribution. Therefore, a supplemental appropriation adjustment of \$22,300 from the Authority's Reserve account (as detailed on the attached summary) is necessary.

The Pension Committee is expected to approve requesting the \$2,315,472 contribution from the Board of Commissioners.

Attachment: 2011 Pension Plan Contribution Supplemental Appropriation

Recommendation: That the Board of Commissioners approve (1) a transfer of \$2,315,472 to the Huron-Clinton Metropolitan Authority Pension Trust, and (2) \$22,300 supplemental appropriation from the Reserve account as recommended by the Huron-Clinton Metropolitan Authority Pension Committee and Pension Trustee Wahl.

HURON-CLINTON METROPOLITAN AUTHORITY
2011 PENSION PLAN CONTRIBUTION SUPPLEMENTAL APPROPRIATION

<u>Account</u>	<u>Employees</u>	<u>Budget Pension</u>	<u>Pension Contribution</u>	<u>Appropriation Adjustment</u>
1 1 76 10 900	7	(74,200)	76,816.61	(2,700)
1 3 00 01 900	16	(169,600)	175,580.82	(6,000)
1 9 00 100 908	4.5	(50,300)	49,382.10	1,000
1 9 00 110 908	6	(63,600)	65,842.81	(2,300)
1 9 00 120 908	2	(31,800)	21,947.60	9,900
1 9 00 130 908	5	(53,000)	54,869.00	(1,900)
1 9 00 140 908	3	(31,800)	32,921.40	(1,200)
1 9 00 150 908	4	(42,400)	43,895.20	(1,500)
1 9 00 71 908	0	-	-	-
1 9 00 73 908	1	(8,000)	10,973.80	(3,000)
1 9 00 88 908	1	(10,600)	10,973.80	(400)
1 8 01 72 908	1	(10,600)	10,973.80	(400)
1 8 02 65 908	0.5	(5,300)	5,486.90	(200)
1 8 02 71 908	2.5	(26,500)	27,434.50	(1,000)
1 8 02 72 908	1	(10,600)	10,973.80	(400)
1 8 02 73 908	2.5	(26,500)	27,434.50	(1,000)
1 8 02 74 908	3	(31,800)	32,921.40	(1,200)
1 8 02 80 908	5.5	(58,300)	60,355.91	(2,100)
1 8 02 88 908	2	(21,200)	21,947.60	(800)
1 8 02 95 908	1	(10,600)	10,973.80	(400)
1 8 04 53 908	0.5	(5,300)	5,486.90	(200)
1 8 04 65 908	1	(10,600)	10,973.80	(400)
1 8 04 71 908	4	(42,400)	43,895.20	(1,500)
1 8 04 72 908	1	(10,600)	10,973.80	(400)
1 8 04 73 908	5.5	(68,900)	60,355.91	8,600
1 8 04 74 908	5	(53,000)	54,869.00	(1,900)
1 8 04 75 908	2.5	(26,500)	27,434.50	(1,000)
1 8 04 76 908	0.5	(5,300)	5,486.90	(200)
1 8 04 80 908	5	(53,000)	54,869.00	(1,900)
1 8 04 85 908	0.5	(5,300)	5,486.90	(200)
1 8 04 86 908	1	(10,600)	10,973.80	(400)
1 8 04 88 908	3	(31,800)	32,921.40	(1,200)
1 8 04 91 908	3.5	(37,100)	38,408.30	(1,400)
1 8 04 92 908	2.5	(26,500)	27,434.50	(1,000)
1 8 04 95 908	2	(21,200)	21,947.60	(800)
1 8 06 53 908	1.5	(15,900)	16,460.70	(600)
1 8 06 71 908	2	(21,200)	21,947.60	(800)
1 8 06 73 908	3	(31,800)	32,921.40	(1,200)
1 8 06 74 908	1.5	(15,900)	16,460.70	(600)
1 8 06 80 908	4.5	(47,700)	49,382.10	(1,700)
1 8 06 95 908	1	(10,600)	10,973.80	(400)

HURON-CLINTON METROPOLITAN AUTHORITY
2011 PENSION PLAN CONTRIBUTION SUPPLEMENTAL APPROPRIATION

<u>Account</u>	<u>Employees</u>	<u>Budget Pension</u>	<u>Pension Contribution</u>	<u>Appropriation Adjustment</u>
1 8 08 65 908	1	(10,600)	10,973.80	(400)
1 8 08 71 908	3	(31,800)	32,921.40	(1,200)
1 8 08 72 908	1	(10,600)	10,973.80	(400)
1 8 08 73 908	2.5	(26,500)	27,434.50	(1,000)
1 8 08 74 908	2.5	(21,200)	27,434.50	(6,300)
1 8 08 75 908	1	(10,600)	10,973.80	(400)
1 8 08 80 908	4	(37,100)	43,895.20	(6,800)
1 8 08 88 908	1	(10,600)	10,973.80	(400)
1 8 08 95 908	1	(10,600)	10,973.80	(400)
1 8 09 65 908	1	(10,600)	10,973.80	(400)
1 8 09 71 908	1.5	(15,900)	16,460.70	(600)
1 8 09 73 908	4.5	(58,300)	49,382.10	9,000
1 8 09 74 908	4	(42,400)	43,895.20	(1,500)
1 8 09 75 908	1	(10,600)	10,973.80	(400)
1 8 09 80 908	5	(53,000)	54,869.00	(1,900)
1 8 09 88 908	3	(31,800)	32,921.40	(1,200)
1 8 09 95 908	1	(10,600)	10,973.80	(400)
1 8 10 65 908	1	(10,600)	10,973.80	(400)
1 8 10 71 908	1.5	(15,900)	16,460.70	(600)
1 8 10 72 908	0.5	(5,300)	5,486.90	(200)
1 8 10 73 908	2	(22,100)	21,947.60	200
1 8 10 74 908	2.5	(26,500)	27,434.50	(1,000)
1 8 10 80 908	4	(42,400)	43,895.20	(1,500)
1 8 10 88 908	2	(21,200)	21,947.60	(800)
1 8 10 95 908	1	(10,600)	10,973.80	(400)
1 8 12 53 908	1	(10,600)	10,973.80	(400)
1 8 12 65 908	1	(10,600)	10,973.80	(400)
1 8 12 71 908	3.5	(37,100)	38,408.30	(1,400)
1 8 12 73 908	2	(37,100)	21,947.60	15,200
1 8 12 74 908	1	(10,600)	10,973.80	(400)
1 8 12 80 908	3.5	(37,100)	38,408.30	(1,400)
1 8 12 88 908	2	(21,200)	21,947.60	(800)
1 8 12 95 908	1	(10,600)	10,973.80	(400)
1 8 13 65 908	1	(10,600)	10,973.80	(400)
1 8 13 71 908	1	(10,600)	10,973.80	(400)
1 8 13 74 908	1	(10,600)	10,973.80	(400)
1 8 13 80 908	1	(10,600)	10,973.80	(400)
1 8 13 88 908	2	(21,200)	21,947.60	(800)
1 8 13 91 908	3	(31,800)	32,921.40	(1,200)
1 8 15 65 908	1	(10,600)	10,973.80	(400)
1 8 15 71 908	1	(10,600)	10,973.80	(400)

HURON-CLINTON METROPOLITAN AUTHORITY
2011 PENSION PLAN CONTRIBUTION SUPPLEMENTAL APPROPRIATION

<u>Account</u>	<u>Employees</u>	<u>Budget Pension</u>	<u>Pension Contribution</u>	<u>Appropriation Adjustment</u>
1 8 15 73 908	2	(21,200)	21,947.60	(800)
1 8 15 75 908	0.5	(5,300)	5,486.90	(200)
1 8 15 80 908	1.5	(15,900)	16,460.70	(600)
1 8 15 88 908	0	-	-	-
1 8 15 90 908	4	(42,400)	43,895.20	(1,500)
1 8 15 95 908	1	(10,600)	10,973.80	(400)
1 8 16 65 908	1	(11,100)	10,973.80	200
1 8 16 71 908	1	(10,600)	10,973.80	(400)
1 8 16 73 908	0	(10,600)	-	10,600
1 8 1 675 908	0.5	(5,300)	5,486.90	(200)
1 8 16 80 908	1	(20,700)	10,973.80	9,800
1 8 16 95 908	0.5	(5,300)	5,487.04	(200)
Funds needed from Reserve				22,300
	<u>211</u>	<u>(2,295,800)</u>	<u>2,315,472.00</u>	<u>-</u>



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 5 - a
Meeting of October 13, 2011

To: Board of Commissioners
From: David L. Wahl, Pension Trustee
Subject: 2011 Pension Plan Investment Report
Date: October 4, 2011

The 2011 Pension Plan contribution of \$2,315,472 represents the funds that were available for investment by the Pension Committee. This \$2.3 million represents approximately 6 percent of Plan assets of \$41.7 million (after deposit).

Investment alternatives were reviewed by the Plan's investment advisor, Mr. Jay Yentis within: (1) the parameters of the Pension Plan's Investment Policy, (2) current positioning of Plan assets, (3) current market/interest rate conditions, (4) available investment options, and (5) cash flow needs. Interest rates continue at historic low levels, making GIC's and CD's unattractive. Current economic conditions have created a great deal of volatility in the equity markets.

During the next Plan year, the Plan is expected to pay out \$2.3 million in retiree annuity benefits. Mr. Yentis recommends placing the entire deposit of \$2,315,472 into Lincoln's GA 760 administrative/investment contract, which currently yields 2.85 percent. Although this rate may drop for 2012, it will provide the Plan with a guaranteed positive return and funds to meet annuity payouts during 2012.

After making these investments, the Plan's asset allocation mix would be approximately 36 percent guaranteed, 1 percent cash, 32 percent bonds and 31 percent equities.

It is expected the Pension Committee will approve these investment recommendations at their Oct. 13, 2011 meeting.

These investments are within the parameters of the Board of Commissioners approved Investment Policy.

This report is made in order to fulfill the Board of Commissioner's oversight responsibilities.

Recommendation: That the Board of Commissioners receive and file 2011 Pension Plan Investment Report as recommended by Pension Trustee Wahl.



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 5 - b
Meeting of October 13, 2011

To: Board of Commissioners
From: David L. Wahl, Plan Administrator
Subject: 2011 Retiree Health Care Trust Investment Report
Date: October 4, 2011

The 2011 Retiree Health Care Trust contribution of \$3,300,000 that was approved at the Sept. 8, 2011 Board meeting, plus \$1.0 million from the August 2011 called Federal Home Loan Bank Note are the funds that were available for investment by the Board of Trustees. This \$4.3 million represents 27 percent of Trust assets of \$16.1 million (after deposit).

Investment alternatives were reviewed by the Trust's investment advisor, Mr. Jay Yentis within: (1) the parameters of the Trust's Investment Policy, (2) current positioning of Trust assets, (3) current market/interest rate conditions, (4) available investment options, and (5) cash flow needs. Currently, the \$12.8 million of Trust assets are allocated 18 percent guaranteed, 31 percent bonds, 32 percent equities and 19 percent cash.

There are adequate funds in the Vanguard Money Market account to cover the expected payouts for current retiree health care benefits of approximately \$1.1 million over the next 12 months.

Mr. Yentis recommends that \$750,000 of the deposit be placed into the Trust's Large Cap funds. The remaining \$2,550,000 is recommended to be placed into a new short term investment grade bond fund managed by Vanguard. Finally, it is recommended that the Trust purchase another \$1.0 million Agency issue for five years with a yield of approximately 1.0 percent.

After making these investments, the Trust's asset allocation mix would be approximately 21 percent guaranteed, 40 percent bonds, 30 percent equities and 9 percent cash.

It is expected the Board of Trustees will approve these investment recommendations at its Oct. 13, 2011 meeting.

These investments are within the parameters of the Board of Commissioners approved Investment Policy.

This report is made in order to fulfill the Board of Commissioner's oversight responsibilities.

Recommendation: That the Board of Commissioners receive and file 2011 Retiree Health Care Trust Investment Report as recommended by Plan Administrator Wahl.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Rebecca Franchock, Chief Accountant
Subject: 2011 Budget Appropriation Adjustments – 3rd Quarter
Date: October 6, 2011

In order to maintain compliance with 2011 Budget line item appropriation limits, monthly reviews have been made of Capital and Operation General Fund expenditure accounts. As a result of these reviews and subsequent review and approval by the Director and Controller, these appropriation adjustments have been recorded.

\$472,600 (43 percent) of the \$1,110,300 in General Fund appropriation adjustments made represent appropriations transferred between accounts within the same cost center.

\$408,800 (37 percent) of the \$1,110,300 in General Fund appropriation adjustments made represent appropriations transferred between accounts, between different cost centers.

Appropriations totaling \$228,900 (20 percent) were made from the General Fund Reserve for Future Contingency Account for the following items:

- 1 \$ 2,800 Donations for "Wear the Gear" program at various parks.
- 2 \$ 14,700 Donations for benches, trees, Earth Day program, Eagle program, Owl Festival, and bridge repair at various Metroparks.
- 3 \$ 2,000 Firework sponsorship – Stony Creek Metropark
- 4 \$ 7,800 Unbudgeted Fringe Benefit Cost – Hudson Mills Metropark.
- 5 \$ 110,000 Michigan Natural Resources Trust Fund Grant – Indian Springs Metropark (Land).
- 6 \$ 51,900 Unplanned severance payments – Metro Beach, Hudson Mills, and Huron Meadows Metroparks.
- 7 \$ 10,000 Unplanned Retiree Health Opt Out Payment – Administrative Office
- 8 \$ 12,400 Write-off of obsolete part-time uniforms – various Metroparks.
- 9 \$ 17,300 Unbudgeted Marketing expenditures for 9/11 Event, Costco promotion and radio advertising.

\$ 228,900

In addition, \$25,000 of additional funds were needed for the design of the sanitary sewer improvement project at Kensington Metropark from the Supplemental Major Maintenance fund Reserve for Future Contingency Account.

Summary of Changes by Cost Center

	Appropriations Transferred Out of Cost Center	Appropriations Transferred Into Cost Center	Appropriations Transferred Within Cost Center	Appropriations From Reserve	Total Appropriations Transferred
<u>Capital Improvements</u>					
Indian Springs		\$ 17,000			\$ 17,000
<u>Equipment</u>					
Metro Beach	\$ (6,400)				(6,400)
Kensington	(4,900)	172,300			167,400
Lower Huron	(600)	11,800			11,200
Hudson Mills	(166,500)				(166,500)
Stony Creek			\$ 2,900		2,900
Willow	(200)				(200)
Lake Erie	(11,000)				(11,000)
Huron Meadows	(1,500)				(1,500)
<u>Land</u>					
Land	(25,500)		8,600	\$ 110,000	93,100
<u>Major Maintenance</u>					
Metro Beach	(32,000)				(32,000)
Kensington			4,200		4,200
Wolcott Mill		12,500			12,500
<u>Operations</u>					
Administrative Office		800	700	27,300	28,800
Metro Beach	(11,700)	24,500	57,600	27,600	98,000
Kensington	(25,100)	27,700	83,000	10,100	95,700
Lower Huron	(4,200)	25,100	38,400	200	59,500
Resident Houses		8,500			8,500
Hudson Mills	(4,300)	58,500	47,500	19,300	121,000
Stony Creek	(27,000)	2,200	73,900	6,400	55,500
Willow	(17,300)	20,300	27,100	100	30,200
Lake Erie	(52,500)	9,200	13,700	3,000	(26,600)
Wolcott Mill	(8,000)		65,200	2,900	60,100
Indian Springs	(8,600)	11,000	26,600	300	29,300
Huron Meadows	(1,500)	7,400	23,200	21,700	50,800
Total Adjustments	\$ (408,800)	\$ 408,800	\$ 472,600	\$ 228,900	\$ 701,500

Summary of Adjustments Supplemental Major Maintenance Fund
Engineering/Planning
Kensington

\$ 25,000	\$ 25,000
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Recommendation: That the Board of Commissioners approve the 3rd Quarter Appropriation adjustments as recommended by Director Moilanen and Controller Wahl.



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 7
Meeting of October 13, 2011

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: 2012 Fees and Charges
Date: October 6, 2011

Attached is the proposed list of the Metroparks 2012 fees and charges. You will note staff is recommending no increases or decreases from 2011.

It is felt additional revenues will be generated by adding special events such as the "Cardboard Classic" and expanding current events as the Outdoor Recreational Festival.

It is also believed that "holding the line" on fees and charges in these economically challenging times will reinforce the "Good Will" enjoyed by the Metroparks.

Attachment: 2012 Fees and Charges

Recommendation: That the Board of Commissioners approve the 2012 Fees and Changes as recommended by Deputy Director Almas and staff.

2012 Fees and Charges - Metro Beach

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Boat Permit			
Annual	\$30.00	\$30.00	\$30.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Marina (daily, weekends, holiday w/utilities)			
10am - 4pm	\$7.00	\$7.00	\$7.00
4pm - 10pm	\$7.00	\$7.00	\$7.00
Overnight	\$11.00	\$11.00	\$11.00
Sea wall (no utilities, 10am - 10pm)	\$6.00	\$6.00	\$6.00
Overnight	\$6.00	\$6.00	\$6.00
Sanitary pump-out service	\$13.00	\$13.00	\$5.00
Trackless Train (1-1/4 mile ride)			
Round-trip	\$0.50	\$0.50	\$0.50
Children 15 & under	Free	Free	Free
Swimming Pool (includes use of bathhouse)			
All ages	\$3.00	\$3.00	\$3.00
Coin-operated lockers	\$0.50	\$0.50	\$0.50
Golf Course - 18 Holes ("Par 3")			
Monday - Friday	\$5.00	\$5.00	\$5.00
Saturday, Sunday, holidays	\$6.00	\$6.00	\$6.00
Sr. Citizens and Jrs (M-F only)	\$4.00	\$4.00	\$4.00
Golf balls	current market price		
Club rental	\$0.50	\$0.50	\$0.50
Adventure Golf			
Adults	\$3.00	\$3.00	\$3.00
Sr. Citizens and children under 11	\$2.00	\$2.00	\$2.00
Children 3 and under	Free	Free	Free
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Building/Classroom rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$ 25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35.00	\$35.00	\$35/hour

2012 Fees and Charges - Metro Beach

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Voyageur Canoe			
All ages	\$4.00	\$4.00	\$3.00
Group rate (maximum 20 persons)	\$60/hour	\$60/hour	\$40/hour
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Rental			
Picnic shelter reservation (24'x36' - 12 tables)	\$150.00	\$150.00	\$150.00
Seawall shelter (30'x54' - 20 tables)	\$175.00	\$175.00	\$175.00
Par 3 shelter (40'x87' - 44 tables)	\$350.00	\$350.00	\$350.00
Pointe Gazebo rental	\$50.00	\$50.00	\$50.00
Large grill (2'x5')	\$25.00	\$25.00	\$25.00
Beverage tub	\$25.00	\$25.00	\$25.00
Activity Center Rental			
1 day (Sun-Th)	\$400.00	\$400.00	\$400.00
2 days (Sun-Th)	\$650.00	\$650.00	\$650.00
1 day (Fri/Sat/holidays)	\$600.00	\$600.00	\$600.00
2 days (Fri/Sat/holidays)	\$900.00	\$900.00	\$900.00
Events Fee			
1 day	\$200.00	\$200.00	\$200.00
2 days	\$300.00	\$300.00	\$300.00
Boat Storage			
Summer	\$300.00	\$300.00	\$1.50/sq ft
Winter	\$200.00	\$200.00	

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Stony Creek

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Joint Permit w/Oakland County Parks	\$48 (\$21)	\$48 (\$21)	\$48 (\$21)
Boat Permit			
Annual	\$30.00	\$30.00	\$30.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Boat Storage			
Summer	\$300.00	\$300.00	\$250.00
Winter	\$200.00	\$200.00	\$150.00
Boat Rental			
Rowboat 12' and 14'	\$6/hour	\$6/hour	\$5/hour
Maximum	\$25.00	\$25.00	\$20.00
Deposit and driver's license	\$20.00	\$20.00	\$20.00
Canoes	\$7/hour	\$7/hour	\$5/hour
Paddleboats - 4 passenger	\$12.00	\$12.00	\$10/hour
Kayak - 1 person	\$6.00	\$6.00	\$5/hour
Kayak - 2 person	\$8.00	\$8.00	\$7/hour
Senior Citizen Rate (M-Th)			
Row boat maximum	\$20.00	\$20.00	\$15.00
Deposit and driver's license	\$20.00	\$20.00	\$20.00
Cushions and life jackets provided w/rental			
Additional cushion/life jacket rental	\$1.00	\$1.00	\$1.00
Additional cushion/life jacket deposit	\$5.00	\$5.00	\$5.00
Bath house			
Coin-operated locker - small	\$0.25	\$0.25	\$0.25
coin-operated locker - large	\$0.50	\$0.50	\$0.50
Golf Course			
18 Holes - Weekends and holidays	\$32.00	\$32.00	\$32.00
18 Holes - Monday - Friday	\$25.00	\$25.00	\$25.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$17.00	\$17.00	\$17.00
9 Holes - Weekends and holidays	\$21.00	\$21.00	\$21.00
9 Holes - Monday - Friday	\$18.00	\$18.00	\$18.00
9 Holes - Additional - weekend	\$11.00	\$11.00	\$11.00
9 Holes - Additional - weekday	\$7.00	\$7.00	\$7.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$14.00	\$14.00	\$14.00
Motorized carts (1/2 cart charge)			
18 Holes	\$15.00	\$15.00	\$15.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$12.00	\$12.00	\$12.00
9 Holes	\$10.00	\$10.00	\$10.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
9 Holes - additional	\$5.00	\$5.00	\$5.00
9 Holes additional - Sr. Citizens	\$4.50	\$4.50	\$4.50

2012 Fees and Charges - Stony Creek

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Hand carts	\$2.00	\$2.00	\$2.00
Golf club rental	\$8.00	\$8.00	\$8.00
Walker fee	\$6.00	\$6.00	\$6.00
Range Balls			
30 ball basket	\$3.00	\$3.00	\$3.00
60 ball basket	\$5.00	\$5.00	\$5.00
90 ball basket	\$7.00	\$7.00	\$7.00
Disc Golf			
Daily (wristband)	\$2.00	\$2.00	\$2.00
Annual bag tag	\$50.00	\$50.00	\$50.00
Annual senior bag tag (Sr. Citizen and Jr.)	\$30.00	\$30.00	\$30.00
Deposit for disc rental	\$10.00	\$10.00	\$10.00
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Building/classroom rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35.00	\$35.00	\$35/hour
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Voyageur Canoe			
All ages	\$4.00	\$4.00	\$3.00
Group rate (maximum 20 persons)	\$60/hour	\$60/hour	\$40/hour
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Rental			
Standard shelter	\$150.00	\$150.00	\$150.00
Lakeside Gazebo	\$50.00	\$50.00	\$50.00
Stage Rental			
Per day	\$400.00	\$400.00	\$400.00
Events Fee			
1 day	\$200.00	\$200.00	\$200.00
2 days	\$300.00	\$300.00	\$300.00
Family Camping Events - Two Nights (Fri - Sun)			
Per Campsite	\$40.00	\$40.00	\$40.00

2012 Fees and Charges - Stony Creek

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Bicycle Rental (1 hour minimum) 10-6pm daily			
26" Men's/women's single speed	\$5/hour	\$5/hour	\$5/hour
20" Boys/girls single speed	\$5/hour	\$5/hour	\$5/hour
Driver's license & deposit	\$10.00	\$10.00	\$10.00
Maximum deposit (Two or more bicycles to same family)	\$20.00	\$20.00	\$20.00
Cross Country Ski Rental (tax included)			
1/2 day full package rental	\$10.00	\$10.00	\$10.00
Group rate (M-F only in advance, 15 or more)	\$6.00	\$6.00	\$6.00
Skis only	\$4.00	\$4.00	\$4.00
Boots only	\$4.00	\$4.00	\$4.00
Poles only	\$2.00	\$2.00	\$2.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Wolcott Mill

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Golf Course (Non-Tolling)			
18 Holes - Weekends and Holidays	\$25.00	\$25.00	\$25.00
18 Holes - Monday - Friday	\$21.00	\$21.00	\$21.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$14.00	\$14.00	\$14.00
9 Holes - Weekends and Holidays	\$16.00	\$16.00	\$16.00
9 Holes - Monday - Friday	\$13.00	\$13.00	\$13.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$10.00	\$10.00	\$10.00
Motorized carts (1/2 cart charge)			
18 Holes	\$14.00	\$14.00	\$14.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$11.00	\$11.00	\$11.00
9 Holes	\$9.00	\$9.00	\$9.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
Hand carts	\$2.00	\$2.00	\$2.00
Golf club rental	\$8.00	\$8.00	\$8.00
Walker fee	\$6.00	\$6.00	\$6.00
Range balls			
30 ball basket	\$3.00	\$3.00	\$3.00
60 ball basket	\$5.00	\$5.00	\$5.00
90 ball basket	\$7.00	\$7.00	\$7.00
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Rental			
Standard Shelter	\$150.00	\$150.00	\$150.00
Mill Gazebo	\$50.00	\$50.00	\$50.00
Events Fee			
1 day	\$200.00	\$200.00	\$200.00
2 days	\$300.00	\$300.00	\$300.00

2012 Fees and Charges - Wolcott Mill

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Camp Rotary			
Activities Building			
Catered food only - accommodates up to 120 people			
Monday - Thursday (9am - midnight)	\$350.00	\$350.00	\$350.00
Friday, Saturday, Sunday (9am - midnight)	\$400.00	\$400.00	\$400.00
Pavilion	\$150.00	\$150.00	\$150.00
Pavilion if rented with Activities bldg	\$100.00	\$100.00	\$100.00
Shorian Lodge			
Weekend rates (single nights available at 1/2 rate)	\$220.00	\$220.00	\$220.00
Tent Camping (Organized Youth Groups only)			
Day Camp rate (per event/troop/group)	\$30.00	\$30.00	\$30.00
Tent Camp rate (per event/troop/group)	\$30.00	\$30.00	\$30.00
Farm Center			
Family/individual programs			
Adults	\$5.00	\$5.00	\$5.00
Children	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$1.00	\$1.00	\$1.00
Per student, all day program	\$3.00	\$3.00	\$3.00
Group Programs Outreach			
One program	\$50.00	\$50.00	\$50.00
Additional program, same day/same school	\$35.00	\$35.00	\$35.00
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Building/Classroom Rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35/hour	\$35/hour	\$35/hour
Hayrides			
Children (2 years and under)	Free	Free	Free
Children (3-12 years)	\$3.00	\$3.00	\$3.00
Seniors	\$3.00	\$3.00	\$3.00
Adults	\$5.00	\$5.00	\$5.00
Group	\$150.00	\$150.00	\$150.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Indian Springs

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Joint Permit w/Oakland County Parks	\$48 (\$21)	\$48 (\$21)	\$48 (\$21)
Golf Course			
18 Holes - Weekends and Holidays	\$26.00	\$26.00	\$26.00
18 Holes - Monday - Friday	\$22.00	\$22.00	\$22.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$15.00	\$15.00	\$15.00
9 Holes - Weekends and Holidays	\$17.00	\$17.00	\$17.00
9 Holes - Monday - Friday	\$14.00	\$14.00	\$14.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$11.00	\$11.00	\$11.00
Motorized Carts (1/2 cart charge)			
18 Holes	\$14.00	\$14.00	\$14.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$11.00	\$11.00	\$11.00
9 Holes	\$9.00	\$9.00	\$9.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
Hand Carts	\$2.00	\$2.00	\$2.00
Golf club rental	\$8.00	\$8.00	\$8.00
Walker fee	\$6.00	\$6.00	\$6.00
Range balls			
30 ball basket	\$3.00	\$3.00	\$3.00
60 ball basket	\$5.00	\$5.00	\$5.00
90 ball basket	\$7.00	\$7.00	\$7.00
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Rental			
Standard shelter	\$150.00	\$150.00	\$150.00

2012 Fees and Charges - Indian Springs

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Building/Classroom Rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35/hour	\$35/hour	\$35/hour
Environmental Discovery Center Events Room Rental			
April - October (per day)			
Friday, Saturday and holidays	\$900.00	\$900.00	\$900.00
Sunday - Thursday	\$600.00	\$600.00	\$600.00
November - March			
Friday, Saturday and holidays	\$800.00	\$800.00	\$800.00
Sunday - Thursday	\$600.00	\$600.00	\$600.00
Ceremony site	N/A	N/A	N/A
Includes transport/set up of up to 200 chairs, portable sound system and white wooden chairs (per chair)	\$300.00	\$300.00	\$300.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Joint Permit with Oakland County Parks	\$48 (\$21)	\$48 (\$21)	\$48 (\$21)
Boat Permit			
Annual	\$30.00	\$30.00	\$30.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Boat Rental			
Rowboat	\$6/hour	\$6/hour	\$5/hour
Maximum (Max 6 HP motor allowed on 12-foot boat) (Max 10 HP motor allowed on 14-foot boat)	\$25.00	\$25.00	\$20.00
Senior Citizen (M-F) Rowboat maximum	\$20.00	\$20.00	\$15.00
Paddle Boats			
4-passenger	\$12/hour	\$12/hour	\$10/hour
Kayaks			
1 person	\$7/hour	\$7/hour	\$5/hour
2 persons	\$8/hour	\$8/hour	\$7/hour
Canoes			
Cushions and life jackets provided with rentals	\$7/hour	\$7/hour	
Additional cushion/life jacket rental	\$1.00	\$1.00	\$1.00
Additional cushion/life jacket deposit	\$5.00	\$5.00	\$5.00
Boat Slip Rental Space - Per Person			
Class A (78-96" width - length up to 24')	\$500.00	\$500.00	\$500.00
Class B (66-77" width - length up to 20')	\$425.00	\$425.00	\$425.00
Class C (54-65" width - length up to 18')	\$350.00	\$350.00	\$350.00
Class D (24-53" width - length up to 16')	\$300.00	\$300.00	\$300.00
Group Campsite - Overnight (Youth Groups Only)			
Permit	\$30.00	\$30.00	\$30.00
Camporees/Jamborees - per troop/group	\$30.00	\$30.00	\$30.00
Wood bundles	\$10.00	\$10.00	
Canoe Campsite - Overnight			
Per Canoe (up to 5)			\$2.00
Excursion Boat - Island Queen			
Adults - per person	\$5.00	\$5.00	\$4.00
Children ages 3-12, Senior Citizens - per person	\$3.00	\$3.00	\$3.00
Children 2 years and under	Free	Free	Free
Charter - morning (max. 46 passengers)			
25 passengers	\$60/hour	\$60/hour	\$60/hour
26-37 passengers (per passenger)	\$1/hour	\$1/hour	\$1/hour
Charter - Evening			
25 passengers	\$90/hour	\$90/hour	\$90/hour
26-37 passengers (per passenger)	\$2/hour	\$2/hour	\$2/hour

2012 Fees and Charges - Kensington

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Golf Course			
18 Holes - Weekends and Holidays	\$26.00	\$26.00	\$26.00
18 Holes - Monday - Friday	\$22.00	\$22.00	\$22.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$15.00	\$15.00	\$15.00
9 Holes - Weekends and Holidays	\$17.00	\$17.00	\$17.00
9 Holes - Monday - Friday	\$14.00	\$14.00	\$14.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$11.00	\$11.00	\$11.00
Motorized Carts (1/2 cart charge)			
18 Holes	\$14.00	\$14.00	\$14.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$11.00	\$11.00	\$11.00
9 Holes	\$9.00	\$9.00	\$9.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
Hand carts	\$2.00	\$2.00	\$2.00
Walker fee	\$6.00	\$6.00	\$6.00
Disc Golf Course			
Daily (wristband)	\$2.00	\$2.00	\$2.00
Annual bag tag	\$50.00	\$50.00	\$50.00
Annual Senior (62 & over)/Jr. (17 & under) bag tag	\$30.00	\$30.00	\$30.00
Deposit for disc rental	\$10.00	\$10.00	\$10.00
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Building/Classroom Rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35.00	\$35.00	\$35/hour
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Mobile Learning Center			
Fairs/Weekend Shows			
First Day	\$425.00	\$425.00	\$300.00
Weekends	\$600.00	\$600.00	\$500.00
Cross Country Ski Rental (tax included)			
1/2 day full package rental	\$10.00	\$10.00	\$10.00
Group rate (M-F only in advance, 15 or more)	\$6.00	\$6.00	\$6.00
Skis only	\$4.00	\$4.00	\$4.00
Boots only	\$4.00	\$4.00	\$4.00
Poles only	\$2.00	\$2.00	\$2.00

2012 Fees and Charges - Kensington

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Hayrides / Sleigh rides (Noon - 4pm Sat & Sun)			
Children 2 years and under	Free	Free	Free
Children 3-12 years	\$3.00	\$3.00	\$3.00
Seniors	\$3.00	\$3.00	\$3.00
Adults (per person)	\$5.00	\$5.00	\$5.00
Reservations (5 - 9pm)			
Rates	\$150/hour	\$150/hour	\$150/hour
2-Hour Rate	\$250.00	\$250.00	\$250.00
Bonfire	\$50.00	\$50.00	\$50.00
Day Charter Reservations (10am - 4pm)			
Groups (1/2 hour by appointment)	\$50	\$50	\$50
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Splash & Blast (Family Aquatic Center)			
Adult	\$4.00	\$4.00	\$4.00
Children (ages 2-15) and Jr.	\$3.00	\$3.00	\$3.00
Children under age 2	Free	Free	Free
Seniors	\$3.00	\$3.00	\$3.00
Twilight (After 5pm)			
Adult	\$3.00	\$3.00	\$3.00
Senior and children	\$2.00	\$2.00	\$2.00
Before & After Hours (10-11am, 7-8pm)			
Group rates for groups of 75 or less	\$200/hour	\$200/hour	\$200/hour
Groups over 75 (additional fee per person)	\$3.00	\$3.00	\$3.00
Bath House			
Coin operated lockers	\$0.25	\$0.25	\$0.25
Picnic Shelter Reservation			
Fee	\$150.00	\$150.00	\$150.00
Events Fee			
1 day	\$200.00	\$200.00	\$200.00
2 days	\$300.00	\$300.00	\$300.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Huron Meadows

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Boat Rental			
12-foot rowboat	\$6/hour	\$6/hour	\$4/hour
Maximum	\$25.00	\$25.00	\$16.00
Senior maximum	\$8.00	\$8.00	\$8.00
14-foot rowboat	\$6/hour	\$6/hour	\$5/hour
Maximum	\$25.00	\$25.00	\$20.00
Senior maximum	\$10.00	\$10.00	\$10.00
Paddle Boats	\$12/hour	\$12/hour	\$10/hour
Deposit	\$20.00	\$20.00	\$20.00
Cushions and life jackets provided with rentals			
Additional cushion/life jacket rental	\$1.00	\$1.00	\$1.00
Additional cushion/life jacket deposit	\$5.00	\$5.00	\$5.00
Golf Course			
18 Holes - Weekends and Holidays	\$27.00	\$27.00	\$27.00
18 Holes - Monday - Friday	\$22.00	\$22.00	\$22.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$15.00	\$15.00	\$15.00
9 Holes - Weekends and Holidays	\$18.00	\$18.00	\$18.00
9 Holes - Monday - Friday	\$14.00	\$14.00	\$14.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$11.00	\$11.00	\$11.00
Motorized Carts (1/2 cart charge)			
18 Holes	\$14.00	\$14.00	\$14.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$11.00	\$11.00	\$11.00
9 Holes	\$9.00	\$9.00	\$9.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
Hand carts	\$2.00	\$2.00	\$2.00
Golf club rental	\$8.00	\$8.00	\$8.00
Walker fee	\$6.00	\$6.00	\$6.00
Cross Country Ski Rental (tax included)			
Full Set 1/2 day	\$10.00	\$10.00	\$10.00
Group rate (Monday - Friday only)	\$6.00	\$6.00	\$6.00
Skis	\$4.00	\$4.00	\$4.00
Boots	\$4.00	\$4.00	\$4.00
Poles	\$2.00	\$2.00	\$2.00
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Shelter Reservation			
Fee	\$150.00	\$150.00	\$150.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Hudson Mills

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Joint Permit with Oakland County Parks	\$48 (\$21)	\$48 (\$21)	\$48 (\$21)
Group Campsite - Overnight (Youth Groups Only)			
Permit	\$30.00	\$30.00	\$30.00
Camporees/Jamborees - per troop/group	\$30.00	\$30.00	\$30.00
Wood bundles	\$10.00	\$10.00	
Canoe Campsite - Overnight			
Per Canoe (up to 5)	\$5.00	\$5.00	\$5.00
Golf Course			
18 Holes - Weekends and Holidays	\$27.00	\$27.00	\$27.00
18 Holes - Monday - Friday	\$22.00	\$22.00	\$22.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$15.00	\$15.00	\$15.00
9 Holes - Weekends and Holidays	\$18.00	\$18.00	\$18.00
9 Holes - Monday - Friday	\$14.00	\$14.00	\$14.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$11.00	\$11.00	\$11.00
Motorized Carts (1/2 cart charge)			
18 Holes	\$14.00	\$14.00	\$14.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$11.00	\$11.00	\$11.00
9 Holes	\$9.00	\$9.00	\$9.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
Hand carts	\$2.00	\$2.00	\$2.00
Golf club rental	\$8.00	\$8.00	\$8.00
Walker fee	\$6.00	\$6.00	\$6.00
Disc Golf Course			
Daily (wristband)	\$2.00	\$2.00	\$2.00
Annual bag tag	\$50.00	\$50.00	\$50.00
Annual Senior (62 & over) & Jr. (17 & under) bag tag	\$30.00	\$30.00	\$30.00
Deposit for disc rental	\$10.00	\$10.00	\$10.00
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Building/classroom rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$ 25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35.00	\$35.00	\$35/hour

2012 Fees and Charges - Hudson Mills

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Shelter Reservation			
Fee	\$150.00	\$150.00	\$150.00
Cross Country Ski Rental (tax included)			
Full Set 1/2 day	\$10.00	\$10.00	\$10.00
Group Rate (Monday - Friday only)	\$6.00	\$6.00	\$6.00
Skis	\$4.00	\$4.00	\$4.00
Boots	\$4.00	\$4.00	\$4.00
Poles	\$2.00	\$2.00	\$2.00
Tennis Racquet and Basketball Rental			
Deposit	\$10.00	\$10.00	\$10.00
Events Fee			
1 day	\$200.00	\$200.00	\$200.00
2 days	\$300.00	\$300.00	\$300.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

Dexter-Huron

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Picnic Shelter Reservation			
Fee	\$150.00	\$150.00	\$150.00

Delhi

Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Picnic Shelter Reservation			
Fee	\$150.00	\$150.00	\$150.00
Canoe Rental (Lease Operation)			
Hudson Mills to Delhi (eight miles)	\$37.00	\$37.00	\$37.00
Dexter-Huron to Delhi (three miles)	\$25.00	\$25.00	\$25.00
Deposit	\$20.00	\$20.00	\$20.00
Premium canoe (extra charge)	\$5.00	\$5.00	\$5.00
Two-day overnight from Huron Meadows to Hudson Mills to Delhi	\$40.00	\$40.00	\$40.00
Third adult in canoe	Additional fee 50% of normal rate		
Kayak Rental (Lease Operation)			
Hudson Mills to Delhi (8 miles)	\$32.00	\$32.00	\$32.00
Dexter-Huron to Delhi (three miles)	\$25.00	\$25.00	\$25.00
Deposit	\$20.00	\$20.00	\$20.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Lower Huron

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Golf Course - 18 Holes "Par 3"			
18 Holes - Monday - Friday	\$5.00	\$5.00	\$5.00
18 Holes - Weekends and Holidays	\$6.00	\$6.00	\$6.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$4.00	\$4.00	\$4.00
Golf Balls	Current Market Price		
Golf Club Rental	\$0.50	\$0.50	\$0.50
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Shelter Reservation			
Fee	\$150/hour	\$150/hour	\$150.00
Events Fee			
1 day	\$200.00	\$200.00	\$200.00
2 days	\$300.00	\$300.00	\$300.00
Rustic Camping - Overnight			
Per Campsite (per night)	\$20.00	\$20.00	\$20.00
Group Campsite - Overnight			
Permit	\$30.00	\$30.00	\$30.00
Camporees/Jamborees - per troop/group	\$30.00	\$30.00	\$30.00
Wood bundles	\$10.00	\$10.00	\$10.00
Canoe Campsite - Overnight			
Per Canoe (up to 5)	\$5.00	\$5.00	\$5.00
Turtle Cove Aquatic Center			
48" and taller	\$8.00	\$8.00	\$8.00
30" up to 48"	\$6.00	\$6.00	\$6.00
Twilight (after 5pm)	\$5.00	\$5.00	\$5.00
Youth group rate per person (20 minimum, M-F only)	\$5.00	\$5.00	\$5.00
Coin operated lockers	\$0.50	\$0.50	\$0.50

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Willow

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Swimming Pool			
All ages (includes use of bath house)	\$4.00	\$4.00	\$4.00
Twilight (after 5pm)	\$3.00	\$3.00	\$3.00
Children under 30" tall	Free	Free	Free
Youth group rate (per person, 20 min., M-F only)	\$3.00	\$3.00	\$3.00
Coin-operated lockers	\$0.50	\$0.50	\$0.50
Golf Course			
18 Holes - Weekends and Holidays	\$25.00	\$25.00	\$26.00
18 Holes - Monday - Friday	\$21.00	\$21.00	\$22.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$14.00	\$14.00	\$15.00
9 Holes - Weekends and Holidays	\$16.00	\$16.00	\$17.00
9 Holes - Monday - Friday	\$13.00	\$13.00	\$14.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$10.00	\$10.00	\$11.00
Motorized Carts (1/2 cart charge)			
18 Holes	\$14.00	\$14.00	\$14.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$11.00	\$11.00	\$11.00
9 Holes	\$9.00	\$9.00	\$9.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
Hand Carts	\$2.00	\$2.00	\$2.00
Golf Club Rental	\$8.00	\$8.00	\$8.00
Walker fee	\$6.00	\$6.00	\$6.00
Range Balls			
Small ball basket	\$3.00	\$3.00	\$3.00
Large ball basket	\$7.00	\$7.00	\$7.00
Cross Country Ski Rental (weekends only, tax included)			
Full package 1/2 day	\$10.00	\$10.00	\$10.00
Skis	\$4.00	\$4.00	\$4.00
Boots	\$4.00	\$4.00	\$4.00
Poles	\$2.00	\$2.00	\$2.00
Picnic Shelter Reservation			
Fee	\$150.00	\$150.00	\$150.00
Bicycle Rental (10am-6pm daily, one-hour minimum)			
20" or 26" single speed	\$5/hour	\$5/hour	\$5/hour
Tandem	\$6.00	\$6.00	\$6.00
Driver's license and deposit	\$10.00	\$10.00	\$10.00
Maximum deposit (two or more bikes; same family)	\$20.00	\$20.00	\$20.00
Skatepark			
Memorial Day - Labor Day	Free	Free	Free

2012 Fees and Charges - Willow

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Court Games			
Basketball, volleyball and horseshoes	Free	Free	Free
Limited equipment deposit (available upon request)	\$10.00	\$10.00	\$10.00

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2012 Fees and Charges - Oakwoods

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Building/Classroom Rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$ 25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35.00	\$35.00	\$35/hour
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Voyageur Canoe			
All ages	\$4.00	\$4.00	\$3.00
Group rate (maximum 20 persons)	\$60/hour	\$60/hour	\$40/hour
Picnic Shelter Reservation			
Fee	\$150.00	\$150.00	\$150.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.

2012 Fees and Charges - Lake Erie

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
Vehicle Entry Permit			
Annual	\$25.00	\$25.00	\$25.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Boat Permit			
Annual	\$30.00	\$30.00	\$30.00
Senior Citizen	\$15.00	\$15.00	\$15.00
Daily	\$5.00	\$5.00	\$5.00
Marina Transient Weekly			
25-Foot	\$50.00	\$50.00	\$50.00
30-Foot	\$60.00	\$60.00	\$60.00
35-Foot	\$70.00	\$70.00	\$70.00
40-Foot	\$75.00	\$75.00	\$75.00
Marina Transient Daily (24 hours)			
All boat lengths	\$25.00	\$25.00	\$25.00
Marina Miscellaneous			
Hoist (fee x length of boat)	\$3.00	\$3.00	\$3.00
Hoist out for repair w/blocking (fee x length of boat)	\$5.00	\$5.00	\$5.00
Summer daily yard storage	\$5.00	\$5.00	\$4.00
Daily yard storage during repair (per day)	\$5.00	\$5.00	\$4.00
Blocking (under 30 feet)	\$5/foot	\$5/foot	\$5/foot
Blocking (over 30 feet)	\$5/foot	\$5/foot	\$5/foot
Trailer storage (weekly transient)			
Slip holders (weekly rate)	\$10.00	\$10.00	\$8.00
Summer dry storage (May 1 - Oct 31) w/ramp use	\$350.00	\$350.00	\$350.00
Special summer dry storage - 2 months or less (w/ramp)	\$200.00	\$200.00	\$200.00
Pump-out holding tank	\$5.00	\$5.00	\$5.00
Power wash (under 30 feet)	\$25.00	\$25.00	\$25.00
Power wash (over 30 feet)	\$30.00	\$30.00	\$30.00
Winter Boat Storage (Season ~ Nov.1 - Apr. 30)			
Boat launch (flat rate)	\$250.00	\$250.00	\$250.00
Wave Pool			
Children (15 years and under) and Seniors	\$5.00	\$5.00	\$3.50
Adults	\$7.00	\$7.00	\$5.00
Children (under 30" in height)			Free
Twilight rate (after 5pm)	\$4.00	\$4.00	\$3.00
Raft rental (included in price)	Free	Free	\$3.00
Coin operated lockers	\$0.50	\$0.50	\$0.50
Organized youth group (20 person minimum)			
Weekdays only	\$4.00	\$4.00	\$3.00
Golf Course			
18 Holes - Weekends and Holidays	\$25.00	\$25.00	\$25.00
18 Holes - Monday - Friday	\$21.00	\$21.00	\$21.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$14.00	\$14.00	\$14.00
9 Holes - Weekends and Holidays	\$16.00	\$16.00	\$16.00

2012 Fees and Charges - Lake Erie

7-E-7-a

Type	2012 Rate	2011 Rate	2010 Rate
9 Holes - Monday - Friday	\$13.00	\$13.00	\$13.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$10.00	\$10.00	\$10.00
Motorized Carts (1/2 cart charge)			
18 Holes	\$14.00	\$14.00	\$14.00
18 Holes - Sr. Citizen and Jr (M-F only)	\$11.00	\$11.00	\$11.00
9 Holes	\$9.00	\$9.00	\$9.00
9 Holes - Sr. Citizens and Jr (M-F only)	\$7.50	\$7.50	\$7.50
Hand carts	\$2.00	\$2.00	\$2.00
Golf club rental	\$8.00	\$8.00	\$8.00
Walker fee	\$6.00	\$6.00	\$6.00
Range balls - 50	\$8.00	\$8.00	\$8.00
Interpretive Program Fees			
Family/individual programs			
Adults (minimum fee)	\$5.00	\$5.00	\$5.00
Children (minimum fee)	\$3.00	\$3.00	\$2.00
Group Programs Onsite			
Per student, one program	\$2.00	\$2.00	\$1.00
Per student, all day program	\$5.00	\$5.00	\$3.00
Group Programs Outreach			
One program	\$75.00	\$75.00	\$50.00
Additional program, same day/same school	\$50.00	\$50.00	\$35.00
Building/Classroom Rental			
Day (2 hour minimum)	\$25/hour	\$25/hour	\$ 25/hour
All day	\$200.00	\$200.00	\$200.00
Evening (2 hour minimum)	\$50/hour	\$50/hour	\$50/hour
Evening after first 2 hrs (each additional hour)	\$35.00	\$35.00	\$35/hour
Rock Climbing Wall			
Per Climb	\$2.00	\$2.00	
Out of Five County Nature Center Appointments			
Per person (Minimum per group requirement, contact center)	\$3.00	\$3.00	\$2.00
Photography Fee			
2 hour minimum	\$150/hour	\$150/hour	\$150/hour
Picnic Shelter Reservation			
Regular shelter	\$150.00	\$150.00	\$150.00
Blue Heron shelter (40' x 70')	\$175.00	\$175.00	\$175.00
Events Fee			
1 day	\$200.00	\$200.00	\$200.00
2 days	\$300.00	\$300.00	\$300.00

Note: Charitable and non-profit organizations may request and receive a 50 percent reduction in the above rates for building use Monday thru Thursday (excluding holidays). These organizations should appear on the list of Charitable Trusts published by the state of Michigan.



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 8
Meeting of October 13, 2011

To: Board of Commissioners
From: David C. Moilanen, Director
Subject: Updated Metroparks Strategic Plan
Date: October 6, 2011

Attached is the latest version of the strategic plan. This updated edition incorporates the comments and suggestions made by Board members during the Commissioners work session held on Aug. 30, and during the Sept. 8 Board meeting. Commissioner input from those meetings is highlighted in red.

As suggested during those meetings, a ninth goal has been added dealing with the evaluation of programming within the Metroparks. The goal has been expressed, and a committee to work on that goal has been identified, but action items, tasks, and timelines for achieving the goal have yet to be developed.

Developing the Metroparks strategic plan has been an important team building experience. Dialogue and input from commissioners, senior staff and employees at all levels has helped identify and clarify the operational areas most important to maintaining the quality of Metroparks and to enhancing the visitor experiences within the Metroparks. Together, we have developed a framework of realistic, doable strategies that will serve as a guide our efforts and transform the Metroparks in the coming years.

Attachment: Updated Metroparks Strategic Plan

Recommendation: That the Board of Commissioners review and approve the updated Metroparks Strategic Plan as recommended by Director Moilanen and staff.

ISSUE – 1 STRENGTHEN METROPARK BRAND AND MARKETING

GOAL – 1 Increase commitment to marketing the Metroparks in an effort to provide information and engage the public and to increase awareness of the Metroparks and program opportunities. Use marketing to increase park attendance. Public participation and knowledge of the Metroparks facilities, services and programs.

ACTION 1.1		TEAM	TASKS	TIMELINE	EVALUATION
Strengthen the Metroparks visibility through community outreach.	Kassie Kretzchmar Denise Semion Holly Clegg Jack Liang Mike Broughton		<ul style="list-style-type: none">Develop various resources, including Metroparks video and PowerPoint, traveling library displays, etc.Develop outreach program, resources, target groups and schedules.	<ul style="list-style-type: none">Video in progress; to be completed summer 2011.Develop/refresh PowerPoint presentation by Sept. 2011.Develop traveling library display by Sept. 2011.Programs to be ongoing.Identify health events/new venues/target groups by Sept. 2011.	Set Baseline goals for number of presentations to be given, and number of places for the displays to be scheduled.
ACTION 1.2		TEAM	TASKS	TIMELINE	EVALUATION
Develop strategies to strengthen the Metroparks image.	Kassie Kretzchmar Denise Semion Amanda Streby Cristin Perry		<ul style="list-style-type: none">Determine value of current logo for park system and individual parks.Promote Metroparks as a way to improve health.	Evaluate by Oct. 2011.	If new logo is to be developed, set timelines for change.
ACTION 1.3		TEAM	TASKS	TIMELINE	EVALUATION
Make coupons for golf and other facilities available on the HCMA website.			<ul style="list-style-type: none">Develop coupon discount program for email/web. Need to strategize coupon opportunity as a way to expand email list.	Need to launch by June 2011.	Capture information on the number of new golfers brought to the courses through this promotion.

ISSUE – 1 GOAL – 1

STRENGTHEN METROPARK BRAND AND MARKETING

Increase commitment to marketing the Metroparks in an effort to provide information and engage the public and to increase awareness of the Metroparks and program opportunities. Use marketing to increase park attendance. Public participation and knowledge of the Metroparks facilities, services and programs.

ACTION 1.4		TEAM	TASKS	TIMELINE	EVALUATION
Conduct in-park surveys and out of park surveys on image/brand/customer satisfaction (can add to this year's survey).		Kassie Kretzschmar Denise Semion Park Administrators	<ul style="list-style-type: none"> Develop Survey, implementation and evaluation. Set park goals and coordinate with five-year survey. Conduct Focus groups 	Surveys to be completed by Sept. 2011.	Set goals for the number of surveys to be completed this summer at each park.
ACTION 1.5		TEAM	TASKS	TIMELINE	EVALUATION
Enhance entry signage to parks with electronic signs.		Kassie Kretzschmar Denise Semion Jack Liang Amande Streby Park Administrators	<ul style="list-style-type: none"> Research electronic signs <ul style="list-style-type: none"> - costs, installation requirements, township ordinance restrictions. Identify areas in several parks where signs could be placed. Find sponsors to defray costs. Research and sponsorship opportunities to be done by Community Relations with assistance from Deputy Director. 	<ul style="list-style-type: none"> Background research and identifying locations ~ June – August 2011. Develop sponsorship packet and solicit sponsors for at least on sign ~ Sept. – Dec. 2011. Install ~ Fall – Spring 2012. 	Compare survey responses asking people how they learned about parks or programs before or after sign(s) installed.

ISSUE – 2 ENHANCING VISITOR EXPERIENCE AND BUILDING ATTENDANCE

GOAL – 2 Using a team approach the Metroparks management will improve existing visitor experiences (programs, events, facilities, etc.) and will create new opportunities for patrons and expand our attendance with a goal of reaching out to underserved populations. The Metroparks management team will set park specific objectives and develop a more systematic approach to gauging the needs and interests of users and non users.

ACTION 2.1		TEAM	TASKS	TIMELINE	EVALUATION
Expand secret shopper program to key facilities to make sure that we are providing an accurate and unified message, and to make sure that our guests are being treated with respect and a genuine desire to be helpful. Key facilities should include golf, water, offices, and toll booths.		Kim Jarvis Mike Lyons Jim Pershing Jerry Cyr Jason Kulongowski		August 2011	Compare survey results to accepted standards.
ACTION 2.2		TEAM	TASKS	TIMELINE	EVALUATION
Recognize, and embrace new technologies, such as WiFi, that enhance our visitors experience at the Metroparks. Additionally, we must recognize that the definition for recreation is constantly changing and that what people were interested in doing (even just a few years ago) is always evolving.			<ul style="list-style-type: none">• Research the need and benefit from WiFi in the Metroparks. If viable, then;• Continue involvement of IT Work Team to incorporate WiFi technology at specific locations. Target areas of potential WiFi: focus to be primarily on water facilities (Turtle Cove, Splash & Blast, Lake Erie Pool), Marina's, and food bar locations.	<ul style="list-style-type: none">• Test pilot WiFi program at Kensington Splash & Blast Summer 2011.• Expanded program to other facilities 2012.	Track number of patrons requesting access code.

ISSUE – 2 ENHANCING VISITOR EXPERIENCE AND BUILDING ATTENDANCE

GOAL – 2 Using a team approach the Metroparks management will improve existing visitor experiences (programs, events, facilities, etc.) and will create new opportunities for patrons and expand our attendance with a goal of reaching out to underserved populations. The Metroparks management team will set park specific objectives and develop a more systematic approach to gauging the needs and interests of users and non users.

ACTION 2.3		TEAM	TASKS	TIMELINE	EVALUATION
Develop a customer service training program including a guidebook and videos for employees to provide a consistent message to the public.	Kim Jarvis ike Lyons Jim Pershing Jerry Cyr Jason Kulongowski	<ul style="list-style-type: none">• Develop resources for employees including a manual with scripted messages. For Example: "Thank you for calling the Metroparks, this is Jim at Metro Beach how may I help you." Use auto attendant only after hours.	March 2012 in time for spring orientation for employees.	The success of this item would be measured by the "secret shopper" program.	
ACTION 2.4		TEAM	TASKS	TIMELINE	EVALUATION
For all rental facilities (shelters, EDC, Welsh Activity Center, Nature Centers etc.) develop a "how did we do" form to make sure that we are hitting the mark in the customers' eyes with regards to needs, cleanliness, etc. This "form" could be generated electronically or in print form, or both, depending upon the customer's desire.			Summer 2011	Will be able to evaluate the success of this item based upon the percentage of responses received.	
ACTION 2.5		TEAM	TASKS	TIMELINE	EVALUATION
Develop marketing support for operating revenue.	Jack Liang Kassie Kretzschmar	<ul style="list-style-type: none">• Parks to develop baseline goals i.e. golf rounds, parties, reservations.	Ongoing	Develop reports and meet goals.	

ISSUE – 3 **MAINTAINING PARK QUALITY**

GOAL – 3 Taking into consideration the declining revenues projected for the Metroparks, we must develop a plan to maintain the quality of the parks and protect our resources. This includes making a thorough review and evaluation of existing assets and services, and remaining committed to redevelopment, renovation, and reconstruction of aging facilities while carefully evaluating the need for new construction.

ACTION 3.1	TEAM	TASKS	TIMELINE	EVALUATION
Assess, evaluate and manage our assets.	Jeff Linn Tonja Jolly Scott Michael Tamara Torongo, Jason Kulongowski	<ul style="list-style-type: none">• Performing inventory of buildings. Engineering staff and Maintenance Supervisor will do walk-through in all buildings; and• Performing review of facilities with operations/maintenance to develop a five-year plan.• Perform inventory of roads. Engineering is using a system called GIS/Roadsoft to inventory roads. Planning Department to inventory confined spaces and boundaries of parks.• Investigate asset management software system used by Oakland County Water Resources Commission and by Washtenaw County.• Inventory entered into inventory management system. Initial asset inventory imputed by engineering and maintenance supervisors.	<ul style="list-style-type: none">• Perform inventory of buildings over 24 months.• Roads and bike paths within six months once the information is available. Confined spaces and park boundaries updated annually.• Investigate providers and software programs possible budget for the 2012/2013.	<ul style="list-style-type: none">• Review by engineering, director and deputy director once implemented.• Review by engineering, planning, director and deputy director once implemented.• Review data by park managers and maintenance supervisors.

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ISSUE – 3 **MAINTAINING PARK QUALITY**

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ACTION 3.2		TEAM	TASKS	TIMELINE	EVALUATION
Establish preventative maintenance protocols.			<ul style="list-style-type: none">• Engineering and Park maintenance to develop a weekly, monthly and yearly check off list for buildings and roads. Park staff is responsible.	Begin developing check-off lists in the Winter 2012; completed by 2014.	Review by park staff annually.
ACTION 3.3		TEAM	TASKS	TIMELINE	EVALUATION
Obtain more information when taking a building/facility over from a contractor after it has been built or renovated.			<ul style="list-style-type: none">• Require that contractors give an extensive walk through with staff when turning facilities over. This should be built into the RFP when sending it out to bid.• Follow up with engineering that contractors are fulfilling their contract with a complete walk through.• Have training to seasonally open and close a new facility and put training materials in writing.	Policy would be implemented after completion of construction project.	Responsible coordination between project engineer to park personnel.

ISSUE – 3 MAINTAINING PARK QUALITY

GOAL – 3 Taking into consideration the declining revenues projected for the Metroparks, we must develop a plan to maintain the quality of the parks and protect our resources. This includes making a thorough review and evaluation of existing assets and services, and remaining committed to redevelopment, renovation, and reconstruction of aging facilities while carefully evaluating the need for new construction.

ACTION 3.4		TEAM	TASKS	TIMELINE	EVALUATION
Provide more information when staff (full-time and part-time) leaves.			<ul style="list-style-type: none">• Develop manuals for each facility pertaining to seasonal opening and closing.• Develop manuals for each facility pertaining to daily opening and closing.• Coordinate between parks to insure there is the same type of manual being used even though the information will be different at each location or facility.• Retraining/training of staff for new job duties pertaining to new job assignments. Example AFO, pesticides, etc. Coordinate with HR department.	Performed in anticipation when attrition occurs.	Performance of staff after transition occurs.

ISSUE – 4 **ENSURING THE METROPARKS REMAIN VISIONARY**

GOAL – 4 Provide outdoor based recreation and education that is enjoyable, safe, FUN, and accessible to a large and diverse population at a reasonable cost.

ACTION 4.1		TEAM	TASKS	TIMELINE	EVALUATION
MAINTAIN THE RESOURCES – The Metroparks shall maintain the existing natural resources and developed facilities that have been acquired and built over the last century to a high quality. (Additional maintenance of existing facilities is covered in Issue 3).		Jim Kropp, Laura Martin Margaret Raymor Bill Remer Walt Sisler	<ul style="list-style-type: none">• GIS mapping of all parks for natural features.• Provide this information to facility managers to better coordinate the management and maintenance practices for the park, mowing, invasive control methods, and compatible usage/activities.• Rank natural features to better focus management resources and provide information for future budgeting.• Educate staff on land management methods and sensitive areas.• Maintain the aesthetics and functionality of facilities to maximize usefulness, attractiveness, that encourage public use and enjoyment.Continue to improve the general appearance of the HCMA look or style. Building finishes, site furnishings, site equipment, signage, interpretive displays , trail signage to provide a professional unified Metropark look.• Inventory facilities and furnishings and develop a management document. Establish a life expectancy for buildings and equipment.	Park Staff, Planning & Engineering / Spring 2012 - ongoing.	Budget process will continue to assess resources in parallel with asset management program & visitor feedback.

ISSUE – 4 ENSURING THE METROPARKS REMAIN VISIONARY

GOAL – 4 Provide outdoor based recreation and education that is enjoyable, safe, FUN, and accessible to a large and diverse population at a reasonable cost.

ACTION 4.2		TEAM	TASKS	TIMELINE	EVALUATION
DEVELOPMENT - Explore new trends in recreation. New development shall be welcomed to increase visitation and diversity of use.			<ul style="list-style-type: none">• Vision for each park that promotes the unique characteristics, special character, and recreational niche they can offer. Team effort with Master plans.• Develop and implement a decision process for future development and redevelopment projects.Study development need, review new projects with staff, public review/support, costs analysis, possible consultants for specialized activities.• Focus on attracting new visitors and younger users.Encourage younger visitors, to existing facilities – trails, golf, beaches and by providing new activities.• Track the recreation trends of the region and recreation services provided by other communities.• Get to know diverse visitor groups in each park, what are their interests and activities. How do they use the park?	Commissioners, Administrative Staff, Park Management / Spring 2012 - ongoing.	Feedback from user interviews, visitors numbers, and revenues.

ISSUE – 4 **ENSURING THE METROPARKS REMAIN VISIONARY**

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ACTION 4.2 (CON'T)

DEVELOPMENT - Explore new trends in recreation. New development shall be welcomed to increase visitation and diversity of use.

TEAM

TASKS

- Recognize, and embrace new technologies, that enhance our visitors experience at the Metroparks. Additionally, we must recognize that the definition for recreation is constantly changing and that what people were interested in doing (even just a few years ago) is always evolving.
- Maintain/ update park Master Plans.
- Look for new recreation activities, review rules that may limit new activities, and fitting new activities into the existing Metropark resource.
- Communications with other agencies and recreation providers, networking with similar recreation providers (state, county, and local parks, schools, clubs, churches, regional tourism boards, rental groups, etc.) and inventorying similar activities provided by other recreation agencies.
- Look to increase events, concerts, leagues, clubs, partnerships, demo's, discounts, coupon, and electronic information access.

TIMELINE

Commissioners,
Administrative Staff, Park
Management / Spring
2012 - ongoing.

EVALUATION

Feedback from user
interviews, visitors
numbers, and revenues.

ISSUE – 4 ENSURING THE METROPARKS REMAIN VISIONARY

GOAL – 4 Provide outdoor based recreation and education that is enjoyable, safe, FUN, and accessible to a large and diverse population at a reasonable cost.

ACTION 4.3		TEAM	TASKS	TIMELINE	EVALUATION
Continue to focus on HCMA's core recreational activities.			<ul style="list-style-type: none">• Maintain the popular facilities that are the backbone of the Metropark. The large open areas of land, woods, water, trails, and picnic grounds.• Trails are our most requested new facility and most used existing facility that see usage 365 days a year, develop a regional trail vision/policy.• React to existing recreation use patterns within the parks regarding land, existing facilities, new facilities, the required staffing, and maintenance.• Conduct park user and non-user surveys. Include a random sample survey throughout the five county region that provides a minimum of 2000 responses.• Provide Board with an annual report on survey results.• Review current facility usage, possible repurposing of underutilized facilities. Be flexible to change and repurposing.• Develop business plans for core activities/facilities.	Commissioners, Administrative Staff, Park Management / Spring 2012 - ongoing.	Feedback from user surveys, visitor numbers, and revenues.

ISSUE – 4 ENSURING THE METROPARKS REMAIN VISIONARY

GOAL – 4 Provide outdoor based recreation and education that is enjoyable, safe, FUN, and accessible to a large and diverse population at a reasonable cost.

ACTION 4.4	TEAM	TASKS	TIMELINE	EVALUATION
<p>Land - Maintain a critical list of land acquisition parcels based on requirements that:</p> <ol style="list-style-type: none"> 1. Land is of high environmental quality within or adjacent to current Metroparks, or; 2. Land is integral to larger parcel's already under Metroparks ownership. 		<ul style="list-style-type: none"> • Continue to monitor land sale listings within park boundaries, adjacent land listings, foreclosures, and tax delinquencies. • Develop a list of adjoining land parcels that are of high environmental quality, habitat, that buffer park activity areas, and provide viewsheds that protect the environmental quality of the parks and the community. • Provide Board a list of parcels to purchase within park boundaries, and a list of land deemed in excess of Metroparks needs. • Through surveys, obtain input from the general public about the role of Metroparks in land preservation. • Continue to consider the development of an urban park, that fits a Metropark character, economics, and resource based recreation activities. • Maintain dialog with other government agencies to the possible opportunities and partnerships within the urban region. • Stay involved with the communications /meetings of the reinvention of Detroit. 	<p>Continue to monitor land sale listings within park boundaries and adjoining land. Executive Secretary, Administrative Staff, Park Management / Summer 2011 - ongoing.</p>	<p>Report on real estate activities.</p>

ISSUE – 4 ENSURING THE METROPARKS REMAIN VISIONARY

GOAL – 4 Provide outdoor based recreation and education that is enjoyable, safe, FUN, and accessible to a large and diverse population at a reasonable cost.

ACTION 4.5		TEAM	TASKS	TIMELINE	EVALUATION
ENVIRONMENTAL – The outdoor environmental resources are the backbone of the parks. The quality and scale of these large land holdings are what separates the Metroparks from county, city, and local parks.			<ul style="list-style-type: none">• Prepare baseline inventory of Metropark land resources throughout the parks.• Land use management plans based on ecosystems. Prioritized ranking of natural areas to create a working document that is used as a planning guideline for the planning, management, land use, and protection of land, water, plants, and animals.• Protect endangered species, species of concern, high quality ecosystems, and improve lower quality ecosystems.• Provide budget information for the management of natural resource systems and the control of invasive species.	Natural Resources and Planning / Spring 2012 - ongoing.	Ongoing monitoring of plant/animal communities.

ISSUE – 5 CHANGING OUR CULTURE

GOAL – 5

The Metroparks will change the current culture of insularity and enter into more creative and collaborative relationships throughout all levels of the organizations to incorporate best practices and deliver high quality leisure experiences and services. Changing the culture will include embracing an attitude of continuous quality improvement, innovative problem solving, and collaboration, as well as establishing new benchmarks for measuring success, and accommodating the unique features and recreation potential for each of the Metroparks.

ACTION 5.1	TEAM	TASKS	TIMELINE	EVALUATION
Continuation and expansion of monthly information from the Director, including weekly messages on important developments.	Nolan Clark, Jeff Schuman, director, deputy director, George Phifer, Kris Tobbe, Dale Alexander, Carol Stone	<ul style="list-style-type: none">• Ownership to be taken by Director and executive staff. Resources to include intranet, possibly video equipment.• Install recycled computers in common areas to give access to staff not normally using computers and expand email availability.	Ongoing monthly messages; expand to twice a month in July 2011. <ul style="list-style-type: none">• Begin installing surplus computers Fall-Winter 2011-2012.	<ul style="list-style-type: none">• Feedback from employees and Employee Association leaders.• Identify number of additional employees who use computers to gain information about Metroparks activities.
ACTION 5.2	TEAM	TASKS	TIMELINE	EVALUATION
Expanded annual employee information meetings. Encourage travel outside of employee's park and/or district to learn more about the organization as a whole.		<ul style="list-style-type: none">• Develop a "Special Parks District Forum" for HCMA employees.	First program to be held in the Southern District - Fall 2011. Other districts to host forum in ensuing years.	Survey employees to determine benefits obtained from visiting and learning about other parks.
ACTION 5.3	TEAM	TASKS	TIMELINE	EVALUATION
Commissioners, Director, Deputy Director work together to establish leadership training program for upper management.		<ul style="list-style-type: none">• Research possible leadership training programs.• Establish list of those who will participate.	Institute 360 analysis summer - Fall 2011; develop plan over next year.	Survey employees to determine change in supervision techniques after training program.

ISSUE – 5 CHANGING OUR CULTURE

GOAL – 5

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ACTION 5.4		TEAM	TASKS	TIMELINE	EVALUATION
Enhance current supervisory training programs for first and second level supervisors especially operations department to improve abilities and techniques of new supervisors.			<ul style="list-style-type: none">• Human Resources to research various training programs for both initial training programs and periodical refresher course training. Identify expected outcomes of training programs.• Budget funds for training.• Review employee evaluation process; research use of other professional development plans such as the one used by Oakland County Water Resources Commission.	Research training programs - Summer 2011; budget for training in 2012; institute training program in 2012.	Use Q12 survey of employees to determine level of employee engagement in their work and in the organization. Changes in number of grievances and/or employee complaints such as EEOC actions.
ACTION 5.5		TEAM	TASKS	TIMELINE	EVALUATION
Pursue obtaining agency accreditation through the Commission for Accreditation of Park and Recreation Agencies in order to foster best practices in parks management, to evaluate our operations in relation to other park agencies, and to get in writing various processes and procedures for park maintenance, operations and administration.			<ul style="list-style-type: none">• Outline necessary steps for each subject area of the accreditation process.• Assign leadership for overall process and for each standards area.• Go through process and arrange for outside reviewers to evaluate Metroparks compliance to standards data.	<ul style="list-style-type: none">• Research and outline the process in 2012.• Conduct necessary research and compilation of data/proof of compliance with various standards - 2013/2014.• Complete accreditation by 2015.	Compare user satisfaction survey results between surveys done before and after the completion of the process. Compare employee engagement survey data before and after process.

ISSUE – 5 CHANGING OUR CULTURE

GOAL – 5 The Metroparks will change the current culture of insularity and enter into more creative and collaborative relationships throughout all levels of the organizations to incorporate best practices and deliver high quality leisure experiences and services. Changing the culture will include embracing an attitude of continuous quality improvement, innovative problem solving, and collaboration, as well as establishing new benchmarks for measuring success, and accommodating the unique features and recreation potential for each of the Metroparks.

ACTION 5.6		TEAM	TASKS	TIMELINE	EVALUATION
Enhance orientation and training programs for part-time staff in order to better incorporate them into the Metroparks' culture and operation.			<ul style="list-style-type: none">• Evaluate current training and orientation for part-time staff, including obtaining input from part-time employees.• Develop additional training modules that will better train part-time employees in customer service and instill a sense of being part of a larger team.	<ul style="list-style-type: none">• Evaluate current training and orientation program for Fall/Winter 2011-2012.• Research new training programs in 2012.• Budget for enhanced training programs in Fall 2012.• Implement new training practices in Spring 2013.	<p>Changes in visitor satisfaction from user surveys. Full-time supervisory staff will note changes in performance of part-time staff and evaluation process.</p>

ISSUE – 6 INCREASING AND DIVERSIFYING FUNDING RESOURCES

GOAL – 6 Metroparks will look for new and creative opportunities for increasing and diversifying funding. Partnerships, sponsorships, grants, revenue producing facilities and programs, and at the right time, consider re-establishing the Foundation concept, will be explored for their potential fund development.

ACTION 6.1				TEAM		TASKS	TIMELINE	EVALUATION
Increase Corporate Sales of HCMA annual permits.				Director Marketing Manager Community Relations		<ul style="list-style-type: none">• Park administration contact at least six corporations within a 30-mile radius and offer an explanation of the program in hopes that this will generate additional revenue. There are several companies, and one community, that take advantage of this program but we feel that there are other companies that are unaware of it and would be interested in purchasing our permits if they knew.	Fall 2011 make contacts for sale of 2012 annual permits.	Increase number of annual permits sold to organizations per unit by 2013.
ACTION 6.2				TEAM		TASKS	TIMELINE	EVALUATION
Develop membership program for Metroparks to encourage more revenue from annual permit sales and more attendance.						<ul style="list-style-type: none">• Research membership programs in other park districts.	Research and program development through 2011; market and implement program for 2012.	Generate 2,000 members in 2012; survey members to determine their perception of value of membership and to determine whether the membership encouraged them to visit the parks more often.

ISSUE – 6

GOAL – 6

INCREASING AND DIVERSIFYING FUNDING RESOURCES

Metroparks will look for new and creative opportunities for increasing and diversifying funding. Partnerships, sponsorships, grants, revenue producing facilities and programs, and at the right time, consider re-establishing the Foundation concept, will be explored for their potential fund development.

ACTION 6.3		TEAM	TASKS	TIMELINE	EVALUATION
Conduct a major fundraising effort in 2012-2013.			<ul style="list-style-type: none"> Identify project or program to support through a fundraising effort. Develop fundraising strategies, logistics and team members, including volunteers from outside organization. Develop collateral and market funding effort. Conduct fundraising event. 	<ul style="list-style-type: none"> Identify project and put team together fall 2011. Put collateral and marketing plan together winter-spring 2012. Conduct campaign throughout 2012. 	<ul style="list-style-type: none"> Amount of funds raised relative to the effort involved. Support obtained from media.

ISSUE – 7 GOAL – 7

NATURAL RESOURCES STEWARDSHIP

The Metroparks will continue to conserve, enhance, protect, and maintain significant elements of natural diversity, promote active stewardship for increased ecological integrity, support and encourage environmental sustainability, respect and honor the regions cultural and historical values, and encourage compatible recreational use within the park system for present and future generations.

ACTION 7.1

Promote Diversity and Ecosystem Complexity: Conserve, enhance, protect, and maintain significant elements of natural diversity.

TEAM

Paul Muelle
Mike George
Amanda Streby
Justin Smith

TASKS

- Identify significant natural communities, sensitive areas and locations of rare and protected species.
- Prioritize areas that can be actively managed to improve bio-diversity.
- Actively manage natural communities to promote sustainable diverse native ecosystems and restore these communities to ecological health.
- Develop a monitoring program for long term management strategies, and a recording and documentation protocol to track changes.
- Protect rare species, ecologically significant natural communities, habitat connections, and biological diversity at all scales.
- Base management practices on sound ecological principles and current scientific knowledge.
- Increase scientific information gathering.

TIMELINE

EVALUATION

ISSUE – 7 NATURAL RESOURCES STEWARDSHIP

GOAL – 7 The Metroparks will continue to conserve, enhance, protect, and maintain significant elements of natural diversity, promote active stewardship for increased ecological integrity, support and encourage environmental sustainability, respect and honor the regions cultural and historical values, and encourage compatible recreational use within the park system for present and future generations.

ACTION 7.2		TEAM	TASKS	TIMELINE	EVALUATION
Promote active stewardship for improved ecological integrity.			<ul style="list-style-type: none">• Increase visibility of stewardship activities in the media, facilities, public information.• Develop awareness of the strategic issues involved in natural resource management and environmental sustainability in the Metroparks both within the organization and with the general public.• Develop partnerships with other organizations to improve, promote and facilitate natural resource management, planning, and implementation.• Develop robust volunteer program directed at attaining natural resource management goals.	<p>In Progress - On-Going - Due to the expanse and diversity of the Metroparks ecosystems, the growing threat of invasive species, scientific information availability and the importance of public involvement, the process of data collection, monitoring, management and communication issues will be active and concurrent for the foreseeable future.</p>	<ul style="list-style-type: none">• Increase in acres managed and acres improved.• Increased public involvement

ISSUE – 7 NATURAL RESOURCES STEWARDSHIP

GOAL – 7 The Metroparks will continue to conserve, enhance, protect, and maintain significant elements of natural diversity, promote active stewardship for increased ecological integrity, support and encourage environmental sustainability, respect and honor the regions cultural and historical values, and encourage compatible recreational use within the park system for present and future generations.

ACTION 7.3		TEAM	TASKS	TIMELINE	EVALUATION
Develop Human-Ecosystem Interactions: Encourage compatible recreational use within the park system for present and future generations.			<ul style="list-style-type: none">• Allow for appropriate human use and enjoyment while protecting ecological quality and biological diversity.• Incorporate the dynamic nature of ecological systems into a sustainable management plan, and evaluate and adapt plans to specific conditions as ecosystems change over time.• Incorporate natural resource information into the Metroparks Master Planning process.• Fully integrate the resource program at all levels of park management.• Coordinate with other departments and park staff within the organization for mutually beneficial outcomes.• Continually refine management approaches and systems to achieve cost-effective, efficient and sustainable outcomes.• Anticipate organizational actions to prevent damage to the environment and develop processes and policies to protect our resources.• Increase citizen involvement in biodiversity conservation efforts.• Respect and honor the region's cultural and historical values. Develop a clear definition of cultural and historical program goals.	<p>In Progress: On-Going - It is incumbent upon the staff at all levels to understand, respect and incorporate the relationship between natural processes, cultural/historical values and the subsequent human impacts with the recreational and operational goals of the organization on a continual basis.</p>	Evidence of successful symbiotic relationships between environmental and cultural ideals and organizational development and operational programming

ISSUE – 7 NATURAL RESOURCES STEWARDSHIP

GOAL – 7 The Metroparks will continue to conserve, enhance, protect, and maintain significant elements of natural diversity, promote active stewardship for increased ecological integrity, support and encourage environmental sustainability, respect and honor the regions cultural and historical values, and encourage compatible recreational use within the park system for present and future generations.

ACTION 7.4		TEAM	TASKS	TIMELINE	EVALUATION
Sustainability: Support and encourage environmental sustainability			<ul style="list-style-type: none">• Develop a comprehensive sustainability program for the Metroparks.• Engage employees in the development and integration of ecologically sustainable practices into the Metroparks daily management protocol.• Monitor and track sustainable programs.• Encourage citizen involvement in sustainability efforts.	<p>In-Progress - Sustainability Program to be fully developed and approved in 2012.</p> <p>Implementation of minor projects to continue in 2011 as the plan develops, sustainable programs to be integrated into park operations with measurable outcomes on a continual basis.</p>	<ul style="list-style-type: none">• Measured effectiveness of sustainability efforts (reduction in energy consumption, green house gases, water use, disposable goods, etc.).• Protection of resources.• Compliance with environmental laws, mandates and stewardship practices.• Balancing fiscal responsibility with environmental responsibility.
ACTION 7.5		TEAM	TASKS	TIMELINE	EVALUATION
Promote and facilitate the development of a Natural Resources staff that has the ability to plan and implement management activities.			<ul style="list-style-type: none">• Define long-term personnel needs for the various department activities.• Work with management for opportunities to fill full and part-time positions.• Explore funding sources to support additional positions.• Provide adequate training and materials to support the positions.	<ul style="list-style-type: none">• Define personnel requirements 2011/2012.• Explore funding sources - ongoing.• Assess part-time positions - yearly during budget process.• Assess full-time positions - as opportunities arise/reorganization	Increased management activity/acres managed.

ISSUE – 8 GOAL – 8

ENHANCING EDUCATIONAL OPPORTUNITIES

The land holdings of the Huron-Clinton Metroparks encompasses a diverse spectrum of natural habitats and cultural sites in S.E. Michigan. In order to increase public awareness of these special places, we are charged to tell the stories that define our region. It is our mission to engage visitors, both on site and off, and to give them educational experiences focused on a "sense of place" within time and existing landscape. It is our belief that by so doing we are instilling some emotional ownership and a desire for responsible stewardship of historical and natural treasures.

ACTION 8.1	TEAM	TASKS	TIMELINE	EVALUATION
Increase and/or maintain school use of interpretive programming.	Mike George Julie Champion Jill Martin Tim Phillips Mike Tucker Gerry Wykes	<ul style="list-style-type: none">• Offer scholarships/grants (~\$250) to help defray school cost for transportation.• Seek grant opportunities for transportation funding and develop partnerships.• Visit with educators to help them see the value of using their limited funds to bring students to field trips experiences at Metroparks.• Increase direct marketing to teachers.	Two-year introductory period in order to investigate scholarship/grant potential. Fall 2011 - initiate educator meetings for direct marketing.	Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.)
ACTION 8.2	TEAM	TASKS	TIMELINE	EVALUATION
Increase awareness of interpretive programming to the public.		<ul style="list-style-type: none">• Constantly assess our programs and adjust as needed (interpretive staff).• Set up meetings with operations to look at feasibility of doing this.• Offer package programs where a family can purchase a pass to attend an interpretive program and other park activities.• "Boiler Plates" at beginning of programs.• Attend local activities and fairs.• Become integral to marketing plan.• Evaluation of way-finder signs for the parks.	Two-year introductory period to achieve package programming as part of our annual programming. One year to evaluate way-finder needs . Fall 2011 - initiate "boiler plate" and integration into marketing plan.	Questionnaires to program participants (various delivery methods), and examine participant numbers to determine benefits of offering package programs. Also, Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.)

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ISSUE – 8 ENHANCING EDUCATIONAL OPPORTUNITIES

GOAL – 8 The land holdings of the Huron-Clinton Metroparks encompasses a diverse spectrum of natural habitats and cultural sites in S.E. Michigan. In order to increase public awareness of these special places, we are charged to tell the stories that define our region. It is our mission to engage visitors, both on site and off, and to give them educational experiences focused on a "sense of place" within time and existing landscape. It is our belief that by so doing we are instilling some emotional ownership and a desire for responsible stewardship of historical and natural treasures.

ACTION 8.3		TEAM	TASKS	TIMELINE	EVALUATION
Promote a positive perception of Interpretive Department within the Authority (including the importance of historical and cultural interpretation).			<ul style="list-style-type: none">• Offer opportunities to educate staff in other departments within a park	One-year introductory period to initiate "self-promotion" efforts within our parks.	One-year evaluation of success (what we did and how it went). Also, Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.).
ACTION 8.4		TEAM	TASKS	TIMELINE	EVALUATION
Address the declining appearance of exhibits and facilities			<ul style="list-style-type: none">• Interpretive Exhibit Plan to be developed to coordinate the effort - in short, re-evaluate current interpretive facilities and emphasize their individual strengths.• Include line item in budget to accommodate exhibit preparation and planning.• Develop ways for visitors to donate toward wayside signs and exhibits.• Seek-out grants.• Yearly walk-through to assess each facility (include interpretive, engineering, planning departments).	Two-year introductory period to complete interpretive exhibit plan and push to achieve line-item status for exhibits. Fall 2012 target date for completion of walk-through.	Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.).

ISSUE – 8 GOAL – 8

ENHANCING EDUCATIONAL OPPORTUNITIES

The land holdings of the Huron-Clinton Metroparks encompasses a diverse spectrum of natural habitats and cultural sites in S.E. Michigan. In order to increase public awareness of these special places, we are charged to tell the stories that define our region. It is our mission to engage visitors, both on site and off, and to give them educational experiences focused on a "sense of place" within time and existing landscape. It is our belief that by so doing we are instilling some emotional ownership and a desire for responsible stewardship of historical and natural treasures.

ACTION 8.5		TEAM	TASKS	TIMELINE	EVALUATION
Continue Cohesiveness of the Interpretive Department.			<ul style="list-style-type: none"> • Maintain central coordinator for reorganization plan and strategic plan. This is vital to maintain these and new initiatives at the department head level. • Chief of Interpretive Services to be heavily involved in budget of entire Interpretive Department. 	Timeline dependent entirely on implementation of district/reorganization plan.	Evaluation will be an ongoing annual assessment of issues. Additionally, Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.).
ACTION 8.6		TEAM	TASKS	TIMELINE	EVALUATION
Enhance opportunities for non-formal/self-guided educational experiences			<ul style="list-style-type: none"> • Seek out technology that would engage our visitor at remote locations in our parks. Cell phone tours, additional kiosk's, increase backpack program into other parks, increase remote location interactions with visitor by interpreters. • Increase remote location interactions with visitors by interpreters. • Develop large authority-wide events that work to the strengths of the interpretive program, and use interpreters from several parks. 	Two-year introductory period to achieve new self-guiding venues with ongoing assessment and fund-seeking. One year to achieve analysis of technology and available funding etc.	Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.).

ISSUE – 8

GOAL – 8

The land holdings of the Huron-Clinton Metroparks encompasses a diverse spectrum of natural habitats and cultural sites in S.E. Michigan. In order to increase public awareness of these special places, we are charged to tell the stories that define our region. It is our mission to engage visitors, both on site and off, and to give them educational experiences focused on a "sense of place" within time and existing landscape. It is our belief that by so doing we are instilling some emotional ownership and a desire for responsible stewardship of historical and natural treasures.

ACTION 8.6 (con't)

TEAM		TASKS	TIMELINE	EVALUATION
		<ul style="list-style-type: none"> • Include like organizations, guest lecturers, HCMA staff. • Offer package programs where a family can purchase a pass to attend an interpretive program and other park activities. • Assistance from HCMA staff to develop this initiative. • Become integral to marketing plan. • Make sure staff is accessible to the public. • Maximize allocation of staff hours. 	Two-year introductory period to achieve new self-guiding venues with on-going assessment and fund-seeking. One year to achieve analysis of technology and available funding etc.	Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.).
ACTION 8.7		TASKS	TIMELINE	EVALUATION
Focus on quality of programs, rather than quantity of programs.		<ul style="list-style-type: none"> • Increase interpretive staff training. • Pursue training for non-interpretive staff. • Examine alternate evaluation techniques for programs. 	Fall of 2012 for initiation of refined programming.	Series of 6-month evaluations conducted by the committee through the two-year integration period (4 evaluation sessions to determine next steps, etc.) Include public evaluation of programs.

ISSUE – 9
GOAL – 9

EVALUATING PROGRAMS OFFERED BY THE METROPARKS

Define the scope of programming offered in the Metroparks based on the system's, goals and philosophy; develop process and criteria for evaluating programming within and outside the Metroparks.

ACTION 9.0

TEAM

TASKS

TIMELINE

EVALUATION



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: George Phifer, Executive Secretary
Subject: Giant Michigan Stove
Location: Kensington Metropark
Date: October 6, 2011

Commissioner Hertel is presenting a proposal to the Board of Commissioners, requesting to relocate the Replicated Giant Michigan Stove, from the Michigan State Fairgrounds to Kensington Metropark.



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E - 10
Meeting of October 13, 2011

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: August Donations (11)
Date: October 6, 2011

The following donations were received through Sept. 30, 2011:

1. The Robert and Bess Cook Foundation made a \$1,000 donation to be used at Kensington's Farm Center and Metro Beach's South Marina.
2. Excelda Manufacturing employees made a \$520 donation for a tree and activities to be used at Kensington Metropark and the Farm Center.
3. Karen Leitch made a \$475 donation for a bench to be used at Hudson Mills Metropark near the West River Trail.
4. Byrne Holdren made a \$350 donation made for a memorial bench to be used at Lake Erie Metropark.
5. Sherry Roberts made a \$350 donation for a Red Bud tree to be used at Hudson Mills Metropark near the West River Trail.
6. Joseph Slanda made a \$300 donation for a bench in memory of Wendy Primo to be used at the Nature Center at Kensington Metropark.
7. The Steinhous family made a \$300 donation for a bench with plaque to be used at Kensington Metropark.
8. Kara Lotan donated a Boer goat and a Lamanch goat to be used for interpretive programs at the Wolcott Mill Metropark Farm.
9. Joyce Kilpartrick donated antique tools to be used for displays at Wolcott Mill Metropark.
10. Judy Gisch donated an antique sleigh and rigging piece to be used for displays at the Kensington Metropark Farm Center.
11. Nancy Arnfield donated antique farm equipment and American folk art items to be used for exhibit items at Wolcott Mill Metropark.

Recommendation: That the Board of Commissioners formally accept the September donations and a letter of appreciation be sent to the donors as recommended by Deputy Director Almas and staff.

GEORGE M. CARR, P.C.

ATTORNEY AND COUNSELOR

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Mr. Anthony Marrocco, Chairman
Huron-Clinton Metropolitan Authority
1300 High Ridge Drive
Brighton, MI 48114-9058

October 5, 2011

Dear Chairman Marrocco:

Both Governor Snyder and Senate Majority Leader Randy Richardville have given notice that Personal Property Tax (PPT) reform will be a priority for their fall agendas. Senator Richardville also announced that the Senate team to address PPT will include Sent. Mike Nofs, Senator John Moolenaar and Senator Jack Brandenburg. Lt. Governor Calley has been the point person for the Snyder Administration and indicates the Governor's plan will be released in the next two weeks. The following outline has been the basis of Calley's presentation on PPT so far:

Scope- The initial plan is to address only commercial and industrial PPT and deal with utility property sometime in the future. This cuts out about 1/3 of the replacement revenue problem thereby reducing the number to about \$800 million per year.

Some small PPT payers could be exempted immediately as the cost of administration is excessive compared to tax collected. By example, if an exemption of \$40,000 in taxable value would eliminate 80% of the PPT filers at a cost of \$67 million per year.

Timing- The proposal is expected to exempt newly acquired personal property recently acquired, possibly as early as the beginning of 2011. Then any new personal property purchased would be exempted from the tax rolls on a going forward basis. Depreciation schedules including residual values will likely be addressed as well. As referenced above, small PPT payers could see immediate relief.

Revenue Hold Harmless - The fiscal impact on local governments who currently levy and receive PPT is wide and varied. The Lt. Governor has stated several times that the Administration intends to hold local units harmless for the PPT reforms proposed. As was the case in similar discussions in the mid 90's, both the method and certainty of state reimbursement are pivotal.

The proposed formula is expected to be a dynamic, rather than dollar amount fixed in time solution. The first priority will be to cover any debt service to those local units that have outstanding bonds. Population is expected to be a factor in the formula over time. There will be a "cut off" of some PPT payments to locals that are very small and that figure is not available at this time.

Any reimbursement mechanism will require an annual appropriation by the state unless the issue is placed on the ballot for a vote of the people. A “constitutional guarantee” is the beginning point of discussion by several local governmental associations and school districts. The Governor’s staff say it’s off the table but they will “like the alternative” to be released.

Revenue Source- The Lt. Governor indicates there will be no new or expanded consumer taxes to fund the revenue reimbursement to local units. The sources discussed to date include the current battery development credits as well as other credits that expire or go unused. Therefore, the direction appears that the state will finance the reimbursements from current cash flow rather than new revenues.

The state has an estimated \$6.6 billion in accumulated unclaimed tax credits issued to date with about \$640 million awarded in any single year. Some of the existing tax credits are effective for up to 20 years according to the administration.

The question of new local governmental tax options was asked and answered, no.

HCMA began early to quantify and preserve PPT revenues collected from the five authority counties. Meetings with both the administration and legislators have progressed and will continue. Due to the nature of our tax administration reliance on our five constituent counties, some workable coordination mechanism will need to be developed. Once the Governor’s formal proposal is released we will have a better idea on both direction and strategy.

Respectfully submitted,



George M. Carr



**HURON-CLINTON METROPOLITAN AUTHORITY
SEPTEMBER MONTHLY REPORT
FOR
BOARD OF COMMISSIONERS
OCTOBER 13, 2011**

Director's Comments

- On the evening of Sept. 11, we hosted two large events and programs at Metro Beach and Lake Erie commemorating the 10th anniversary of 9/11. Both events were well attended (about 8,000 visitors at Metro Beach and 2,000 at Lake Erie) and were quite moving. We partnered with CBS Radio Detroit, a number of police, fire and military units and agencies actively participated in the events. Marketing Manager, Kassie Kretzschmar did an excellent job coordinating the events, and operations, police, and communications staff did excellent jobs conducting the events.
- Several staff and Commissioner La Belle had the opportunity to attend the Special Park Districts Forum hosted by Northern Virginia Regional Park Authority. It was the first time this park agency hosted the event and it was very informative to tour their parks and participate in the presentations. We visited and learned about their campground and rental cabins operations, their water parks, golf courses, banquet facilities, and farm interpretive facility. We gleaned many good ideas that we will be sharing with other staff and commissioners.
- We will plan to have a group commissioner and executive staff photo taken at the November Board meeting. If you know that you will not be able to attend the Nov. 10 meeting, please let me know. The meeting will be held at the Metroparks Administrative Office.

Eastern District

Metro Beach, Stony Creek, Wolcott Mill –

Mike Lyons

- Metro Beach hosted two major events in September – the 10th anniversary honoring 9/11 and the Boating and Outdoor Recreational Festival.
- At the 9/11 event at Metro Beach, more than 8,000 people enjoyed family-friendly activities including a live band and a tribute banner available for the public to sign which was sent to Afghanistan supporting our troops.
- For the second year, the Michigan Boating Industries Association hosted the Boating and Outdoor Recreational Festival from Sept. 22 – 25. An added attraction to this year's event was the Bombardier Recreational Products Ultimate Playground that allowed pre-registered attendees the opportunity to test drive BRP's new Sea-Doos, ATVs and roadsters. Additional attractions included live music, beer tents, and a waterskiing dog named Duma. Attendance for the show was: general admission – 3,864, online ticket sales – 868, Groupon – 256 for a total of 4,988 patrons.
- Weather conditions had a direct negative impact on visitation and revenues during September at Stony Creek. Only 40,458 vehicles entered the park for the month which is the lowest September vehicle count since 1996.
- The Rip Slide closed on Sept. 5. It was a popular added attraction to the park and we were pleased with the operation. In only six weeks of operation, the inflatable slide produced \$49,875 in gross sales. The slide was owned and operated by a concessionaire that paid the park 20 percent of sales which amounted to \$9,975.
- Stony Creek's boat rental closed for the season Sept. 11. This was another excellent season for the facility as it set another new revenue record of \$140,743.
- The fourth Rustic Family Camping weekend was held Sept. 9 – 11. Weather and timing of the event had an effect on attendance as only 12 sites were reserved with 44 people attending.

Eastern District (con't)

- There were several large events at Stony Creek during September including two baptisms, six cross country races, four charity walk/runs, five weddings at the Banquet Tent and a 40 mile endurance bike race.
- The Sept. 16 Super Golf Day held at Wolcott Mill Golf Course had 152 golfers, down from 182 participants in September 2010.
- Wolcott Farm also welcomed two additional residents, a miniature horse and a miniature donkey.

Western District

Kensington, Indian Springs, Hudson Mills, Huron Meadows, Dexter-Huron, Delhi

Kim Jarvis

- The Splash & Blast at Kensington had a \$5,518 increase for September with total revenue for the year at \$204,904. This was a \$5,021 increase over 2010 and the most revenue the Splash & Blast has made since opening in 2007.
- With an increase in cross country events at Huron Meadows, tolling revenue for the month was up \$2,500 and \$7,180 for the year.
- Super Golf Day at Hudson Mills on Sept. 16 had 154 golfers.
- The Juvenile Diabetes Research Foundation held its annual walk on Sept. 25 with 2,500 participants.
- Hudson Mills staff participated in the first annual "5 Healthy Towns Party" held at Chelsea High School. The event focuses on fitness, wellness and getting outdoors.
- Events at Kensington included: Astronomy on the Beach on Sept. 9 and 10; the West Bloomfield Cross Country Invitational on Sept. 10 had 1,500 runners; the National MS Society Walk was also held on Sept. 10 at the East Boat Launch; the 28th annual Kensington Challenge 5K and 15K run held on Sept. 17 had 525 runners; The Gianni Ferrarotti Lung Cancer walk on Sept. 18; and on Sept 25 the ALS Walk and Roll event at Maple Beach had 1,200 participants.
- Park maintenance specialist Margaret Raymor coordinated a group of 30 volunteers from the Community Choice Credit Union. The volunteers planted flowers and weeded flowerbeds at Martindale Beach.
- Indian Springs had six weddings at the EDC and the dome was cleaned twice during September with largemouth bass and blue gills spotted in the pond.

Southern District

Lower Huron, Willow, Oakwood, Lake Erie –

Jim Pershing

- Turtle Cove set a new seasonal record with more than 122,000 people enjoying the facility. This represents an increase of more than 10 percent when compared to last year's record setting attendance. Additionally, when totaling all revenue generated, Turtle Cove fell just short (\pm \$5,000) of generating \$1 million.
- At the 9/11 event at Lake Erie, more than 2,000 patrons enjoyed several activities including entertainment, games for the kids, as well as being able to speak to representatives from the U.S. military, local police and fire departments.
- The revived "Doggie Days" also took place on Sept. 11 at the wave pool at Lake Erie. With more than 100 dogs and their owners attending.
- The Sept. 16 Super Golf Day was the third best day of the month in terms of golf rounds at both the Lake Erie and Willow Golf courses.
- The Huron Cross Country Invitational took place at the Chestnut Picnic area at Willow on Sept. 17.
- The Oakwoods Fall Festival was held on Sept. 24 with patrons enjoying trips on the Huron River, hayrides, cider making demonstrations and farm animals.

Interpretive Services –

Mike George

- Hosted a Michigan Sea Grant meeting regarding exhibits at the Nature Center at Metro Beach.
- Participated in several meetings with Wolcott Farm personnel regarding a new business plan for the farm.
- Presented an interpretive program at a local “Nature Connections” event.
- Attending a meeting with Kassie Kretzschmar and Radio Disney to discuss future initiatives revolving around getting children and adults outside.

September Summaries	2011	2010
Program Totals	837	820
Program Totals (persons)	28,947	32,190
Facility Visitors	125,299	136,612
Monthly Total Use	154,246	168,802
Monthly Total Use (YTD)	1,320,310	1,411,344
Monthly Volunteer Hours	2,259	2,991

Metro Beach Nature Center

- During the beginning of September, the center still had summer day camps, walk-in's, calls and runs for injured animals and patrons coming in with baby animals.
- The “Voyageur Encampment” held Aug. 27 and 28 was well attended.
- “Hummingbirds and Monarchs” held on Sept. 10 was well attended and this year people were shuttled to the bird banding area to see hummingbirds and other birds banded.

Wolcott Mill Historic Center

- The Sept. 11 “Applefest,” the Sept. 24 and 25 “Times to Remember Quilt” show, and the Sept. 25 “Mill Antique Vehicle” show all had good turnouts.
- The Car Club also displayed and talked to the public about the Mill's 1927 Ford Model T dump truck at Greenfield Village during its Old Car Muster.

Wolcott Mill Farm Center

- The Labor Day weekend was busy. Weekend pavilion rentals were up and weekend wagon ride programs were good although attendance was average.
- The center hosted the Clinton Watershed clean-up the second weekend in September which drew approximately 30 participants even with cold and wet weather conditions.
- The center hosted “Tea Time at the Farm,” sponsored by the Romeo Master Garden Club as part of the Woman's National Farm and Garden Association. The event attracted more than 150 people and staff received numerous compliments on the farm and its animals.
- The center also was the site for the 5th annual “Old Skool Classic” cross country invitational. The invitational which is put on by Armada and Romeo schools cross country teams had more than 1500 participants and a crowd of more than 2500 spectators.
- Farm staff gave numerous school tours and hosted several birthday parties and 4H meetings.

Stony Creek Nature Center

- The 2011 Voyageur Canoe season ending during the month with a total of 61 tours given this year.
- Nature Center staff installed new interpretive trail signs. Staff has prepared and installed 28 out of 40 signs.
- Twenty dedicated volunteers gave 61 hours of time to help care and feed the center's animals.

Interpretive Services (con't)

Indian Springs Environmental Discovery Center

- Schools requested seasonal topics which included leaf hikes and leaf-print t-shirts, animal preparation for winter, pollinators and hayrides.
- Staff also began a nine-week Geology Series for high school-aged homeschoolers.
- Staff presented a hands-on benthic macro-invertebrate program at the Rouge River Watershed Festival that took place at Cranbrook Institute of Science Center.
- The center is applying for a Great Lakes Bay Watershed Education and Training Exemplary Program Grant through NOAA with Lake Superior State University and Oakland University. If funded, the EDC would have a program in 2012-2013 for four area high schools to perform soil and water research at Indian Springs, as well as spend time on the Oakland University campus to provide professional development opportunities for its teachers.
- Nineteen Discovery Backpacks were borrowed by families during the month, with the "Pond Pack" being the most popular.
- The traditional "fall clearing" of the pond occurred and staff received great reviews from visitors who got to see schools of juvenile large-mouth bass and bluegill up close.

Kensington Farm Center

- September programs went well. They included two of the farm's 1½ toddler programs, "Fun on the Farm," as well as two programs for older children – the day-long "Farmer for a Day." Children at these programs learned about the many kinds of fowl on the farm, watched trained dogs performing stunts, tried assorted butter recipes, harnessed horses, went for hayrides, attempted to milk a cow, listened to stories, held chicks and made wool felt crafts.
- The Maple Sugar shack received a face lift with a new coat of paint as well as a new set of doors.
- Student volunteers from CMI Lakeland/Milford were back at the farm and helped with chores. This is the tenth year the program has provided help at the farm and the children enjoy doing a variety of tasks.

Kensington Nature Center

- "Astronomy on the Beach" was impacted by weather with significant rain the first night. The second night was better, resulting in a five-fold increase in visitation over the first night.
- The 26th annual Kensington "Fall Bird Count" held on Sept. 10 resulted in 97 bird species tallied.
- Two additional sessions of "Webelos – Outdoorsman" were scheduled for later in the fall due to the overwhelming response the program received.

Mobile Learning Center

- MLC staff participated in the Cranbrook Institute of Science Rouge River Water Festival Sept. 13 -16. During the four-day event, the MLC truck was set up with "Mammals of the Rouge." Staff conducted programs inside Cranbrook on "Michigan Amphibians" and "Waterfowl of the Rouge." Combined, staff conducted 58 programs for more than 1400 people.

Hudson Mills Activity Center

- The month started with teachers calling to schedule programs for the school year. School brochures were sent via email, USPS and posted on the education zone on the Metroparks website. Teachers responded well to each of the contact methods.
- The most popular programs during the month were "Huron River Ecosystem" and "Plant Parts and Their Cycles."

Interpretive Services (con't)

Oakwoods Nature Center

- The center was booked solid for September hayrides and are booked for October as well.
- The Sept. 24 "Fall Festival" held was well attended and the hay wagon was used all day.

Lake Erie Marshlands Museum and Nature Center

- Weekend programs, especially "Paint a Plover," Lovable Huggable Turtles" and the two Pointe Mouillee kids' tent presentations went well.
- Although this year's Hawkfest did not have record visitation numbers, it was a good event. This was the first year in a long time that the actual "big flight" occurred on the same weekend as the festival. By the end of the first day, approximately 190,000 Broad-winged hawks flew over the park.

Human Resources –

Carol Stone

- Interviews for the Park Operations Supervisors position for Stony Creek and Metro Beach were held Sept. 29.
- A change in personnel has resulted in an opening for a District Lieutenant in the Police Department.
- Two positions are available for two full-time police officer positions due to retirements. Interviews are scheduled for Oct. 17 and 18.
- Employee Health Risk Assessments will take place the week of Oct. 30.
- HR staff is currently working on updates to the Family and Medical Leave Act Policy, developing a customer service program, revising the evaluation process with a focus on employee development and creating an employee website.
- Total employee count

Location	Full-Time	Provisional	Seasonal	Total	Percent
Admin Office	50	8	1	59	8.5%
Hudson Mills	21	69	9	99	14.2%
Kensington	51	110	21	182	26.1%
Lake Erie	15	42	12	69	9.9%
Lower Huron	30	61	18	109	15.6%
Metro Beach	17	23	18	59	8.5%
Stony Creek	32	78	11	121	17.3%
TOTAL	216	391	90	698	100.0%

Information Systems –

Nolan Clark

- Staff is completing the migration to the new exchange server. All staff has also been converted to Microsoft Office 2007.
- In addition, staff is in the process of performing the annual system audit.
- The Spam seems to have stabilized, but at this time the system is also blocking 94 percent of all email received.

Community Relations –

Jack Liang

- Assisted with planning of the Oct. 15 Bike/Hike event celebrating the trail connection between Lake Erie Metropark and Humbug Marsh. In addition, coordinated support from REI to provide in-kind gifts and bike check-up services at the event.
- Met with REI and HCMA staff regarding shared/joint efforts between HCMA and REI. In addition, received a \$9,278 grant check to support interpretive and natural resource efforts at the Metroparks.

Community Relations (con't)

- Participated in preliminary discussions with REI's Michigan outreach coordinator regarding in-kind support from REI for overnight camping.
- Completed HCMA PowerPoint for staff review.

Planning –

Susan Nyquist

- Staff completed its final review of 2012 Capital Improvements and Major Maintenance projects.
- Staff is preparing a Request for Proposal (RFP) for a recreation needs assessment throughout the five county region.
- Planning and design work continues on several trail projects including projects at Hudson Mills, Dexter-Huron and Oakwoods Metroparks which are all in the construction documentation phase.

Engineering –

Mike Arens

Metro Beach

- Staff continues to work with Macomb County, the firm of ASTI Environmental (project prime consultant) and Paul Muelle on the U.S. EPA GLRI grant-supported Marshland Restoration project at Metro Beach. ASTI is preparing a MDEQ permit application for several tasks scheduled for this fall and next spring.
- Further review of the concept for our U.S. EPA GLRI grant-supported Parking Lot Redevelopment project is in progress.
- The North Marina Floating Dock Removal project by Dean Marine is complete.
- The Underground Communication Cable Installation project by AMComm Telecommunications is complete.

Wolcott Mill

- Bids were received by the Macomb County Department of Roads for the Tailrace Reconstruction project. A contract will be issued and overseen by the Macomb County Department of Roads in the near future, in accordance with the Intergovernmental Agreement approved by the HCMA Board of Commissioners on Sept. 8.
- Acting upon our request, the Macomb County Department of Roads removed the collapsed main bridge over the North Branch Clinton River at their abandoned 30 Mile Road, along with three other minor structures, at no cost to HCMA. We appreciate MCDR's cooperation in this effort.

Stony Creek

- A preconstruction meeting on the Eastwood Beach/Boat Launch Water Main Rehabilitation project with Teltow Construction will be held on Oct. 19. All agreements necessary to begin the project (including the Water Service Agreement with Shelby Township) have been executed.
- Staff has submitted a revised mitigation proposal to the MDNR for the Snell Road cell tower conversion issue. Staff proposes to mitigate the 2.26-acre conversion at the cell tower site at Stony Creek with a replacement site within the Thomas property at Wolcott Mill, which was purchased earlier this year. If the plan is acceptable to the MDNR, they will forward it to the National Park Service for their review and approval. We are awaiting approval at this time.

Indian Springs

- DTE Energy has begun the design of the SolarCurrents photovoltaic project which was authorized by the Board of Commissioners at its Sept. 2011 meeting.

Engineering (con't)

Indian Springs

- Jordan Development Corp. has completed their seismic survey within Indian Springs Metropark. The work was performed smoothly and without disruption of park operations or visitation.

Kensington

- The Kensington - Milford Trail Connector project by D & R Earthmoving is nearing completion. Earthwork, grading, seeding, fertilizing, mulching, culvert installation and paving are largely complete. However, severe erosion of side slopes, and some undermining of pavements, occurred during the intense rains which happened during late summer and early fall. These repairs are being addressed on an on-going basis.
- Wellmaster Development, LLC has completed the re-drilling of the Group Camp oil and gas well (on HCMA property at Garner and GM Roads) and is currently in the process of developing the well. Preliminary signs are favorable that the well will be productive, but we must await further development and testing to confirm.
- The Bike Trail Pedestrian Bridge Repair and Painting project by Seaway Painting is complete.
- A preliminary meeting was held with Reliance Building Co. for the Sanitary System Improvement project on Sept. 27; a formal preconstruction meeting with all affected parties will take place on Oct. 19. The contractor is currently assembling submittals and refining the schedule. All the necessary major permits and approvals are in place in order to commence work, which is scheduled to begin in the upcoming two or three weeks.
- Construction of the Golf Starter Building continues to progress, and the project is beginning to take shape. Masonry work is in progress; steel framing is largely complete, along with wood roof trusses and plywood sheathing. Glulam beam installation is in progress. Interior concrete flatwork is complete, along with in-ground plumbing, conduit, ductwork, and underground site utilities, well and septic.

Hudson Mills

- Design of the Hudson Mills to Dexter Trail continues to progress. The Survey Crew has completed the topographic survey of the trail. Commonwealth Cultural Resources, Inc. was retained to provide Phase I archaeological services, as are required for federally-funded Transportation Enhancement projects. The preliminary archaeological survey results indicate that no significant cultural sites or artifacts exist in the project area which could affect the preliminary alignment. The alignment has been adjusted to avoid steep grades, wetlands and sensitive areas, and we have coordinated with MDEQ extensively to assure minimal impact on regulated environmental areas. The MDEQ permit application is currently being prepared for improvements in wetland and stream areas. The Multi-Party Agreement between HCMA, Washtenaw County Parks and Recreation Commission and the Washtenaw County Road Commission has been fully executed, and the Project Grant Agreement has been executed by MDNR.
- The Underground Communications Cable Installation project by Marc Dutton Irrigation is complete, except for minor connection work.

Lower Huron

- Discussions are ongoing with Van Buren Township and DWSD regarding the Communication Tower, proposed for location within the Park Service Area.

Engineering (con't)

Delhi

- The Parking Lot Paving Project at Delhi Metropark by S&J Asphalt Paving is complete.
- The Washtenaw County Parks and Recreation Commission has advertised for bids for the steel pedestrian bridge over the Huron River at Dexter-Huron Metropark, as the first phase of their River Terrace Trail project to be constructed on HCMA land along the river. The remaining portion of the project (the trail extending from the west end of the bridge to the village of Dexter) is currently under design by WCPARC.

Willow

- ProLine Asphalt has largely completed the Hike-Bike Trail repair project with minor punch list items remaining to be completed.
- The Underground Communications Cable Installation project by Western Tel-Com is complete.
- LC Construction has completed work on the Picnic Shelter project at North Elder Creek. This project, together with its companion project at Lake Erie, received donation support in the amount of \$50,000 from an anonymous donor.

Oakwoods

- ProLine Asphalt has largely completed the Hike-Bike Trail repair project with minor correction items remaining to be completed.
- Project coordination between HCMA and the city of Flat Rock on the Flat Rock – Oakwoods Trail is ongoing. The preliminary trail alignment is set at this time. The Intergovernmental Agreement between HCMA and Flat Rock has been executed; critical easements have been or are being obtained by Flat Rock for crossings of private property, utilities, Wayne County right-of-way and railroad right of way.

Lake Erie

- The Underground Communication Cable Installation by Western Tel-Com is complete.
- LC Construction has completed work on the Picnic Shelter project at tennis court area. This project, together with its companion project at Willow, received donation support in the amount of \$50,000 from an anonymous donor.

Administrative Office

- Design of the data monitoring and transmission system (for various pumpage and control systems across the Authority) by Johnson & Anderson, Inc. is nearly complete.
- Staff attended a presentation by Oakland County Water Resource Commissioner staff on the WRC's Citiworks-based asset management system, on Sept. 22. The presentation was very informative and helpful, as HCMA works toward the implementation of a software- and GIS-based facility asset management system for the Metroparks.

Natural Resources –

Paul Muelle

- Facilitated aerial herbicide treatment of approximately 120 acres of phragmites and narrow-leaf cattail at Metro Beach as part of the USFWS and GLRI marsh restoration grants.
- Met with a Wayne State University representative on potentially partnering to assess the impacts of the implementation of the recently awarded EPA grant to reduce storm water impacts to the Lake St. Clair by reconstructing the parking lot at Metro Beach and redirecting the storm water to adjacent wetlands.
- Continued negotiations with ITC regarding compensation for unauthorized tree cutting at Willow.
- Natural Resources staff conducted three volunteer workdays engaging 36 people at Huron Meadows, Kensington and Stony Creek. The volunteers helped staff with invasive plant eradication within high quality natural areas.

Natural Resources (con't)

- Field staff and the Natural Resources Crew (NRC) concentrated on spraying phragmites this month at Oakwoods, Huron Meadows, Kensington, Stony Creek and partnered with Michigan Nature Association on treating areas at Indian Springs.
- The NRC continued cleaning up old dump areas at Lower Huron and Willow Metroparks and began construction of a maintenance and construction access road at Hudson Mills in anticipation of the new trail implementation.

Purchasing – Scott Michael

- A meeting was held to discuss options and processes for the procurement card.
- Met with Oakland County representatives to review an asset management system.
- Rochester Hills has taken bids for dump trucks. This will be the first Joint Evaluation Committees HCMA has participated in.

	MAA	SWM	MVR	RHS	JRS	GNP	Grand Total
Jan	\$65,340.00	\$38,055.99	\$35,715.74	\$900.00	\$22,703.00	\$0.00	\$162,714.73
Feb	\$370,632.35	\$5,041.56	\$70,781.58	\$44,482.60	\$29,665.70	\$0.00	\$520,603.79
Mar	\$74,192.40	\$13,426.34	\$68,824.79	\$118,127.44	\$29,694.75	\$0.00	\$304,265.72
Apr	\$2,112,715.46	\$0.00	\$76,112.25	\$102,251.58	\$2,557.58	\$0.00	\$2,293,636.87
May	\$447,281.23	\$8,035.70	\$27,648.15	\$34,512.75	\$1,018.00	\$0.00	\$518,495.83
Jun	\$35,706.00	\$0.00	\$5,654.00	\$45,536.00	\$2,046.00	\$0.00	\$88,942.00
Jul	\$19,433.00	\$0.00	\$42,317.00	\$5622.00	\$1381.00	\$0.00	\$68,753.76
Aug	\$45,000.00	\$9,017.24	\$14,173.94	\$4,100.00	\$58,616.26	\$0.00	\$130,907.44
Sept							

MAA/Mike Arens, SWM/Scott Michaels, MVR/Maria vanrooijen, RHS/Ron Smith, JRS/Jan Schlitters, GNP/George Phifer

Police Department – George Phifer

- Officers are going through a three week in-service law enforcement training which began the week of Sept. 20. Officers are receiving training in firearms, policies and procedures, law enforcement information network and legal updates.

Willow

- Three larcenies occurred at Willow during the month. Two were larcenies from Metropark buildings and one vehicle larceny.

Kensington

- Three vehicles parked at the East Boat Launch were broken into on Sept. 22. Several items were stolen; no suspects have been identified.

Number of “Assist Other Agency” Runs for Sept 2011		YTD 2011	Sept 2010	YTD Sept 2010	Sept 2009	YTD 2009
Eastern District	8	45	10	57	9	68
Western District	1	27	3	38	9	57
Southern District	0	17	3	18	2	27
TOTAL	9	89	16	113	20	152

Communications –

Denise Semion

- HCMA entered into a half-off deal with Living Social Deals to sell harvest wagon rides to the pumpkin patch at Wolcott Mill Farm Center for a family of four for \$10 (regularly \$20) through their email marketing campaign. Living Social Deal subscribers purchased 149 vouchers which will bring in 596 people to take wagon rides to the pumpkin patch. In addition, roadside signs for the Farm's wagon rides were developed.
- Ava, the newborn calf at Kensington's Farm Center made front-page news in the Milford Times.
- Please see the attached communications and Fluency Report for further updates for the month of September.

Marketing –

Kassie Kretzschmar

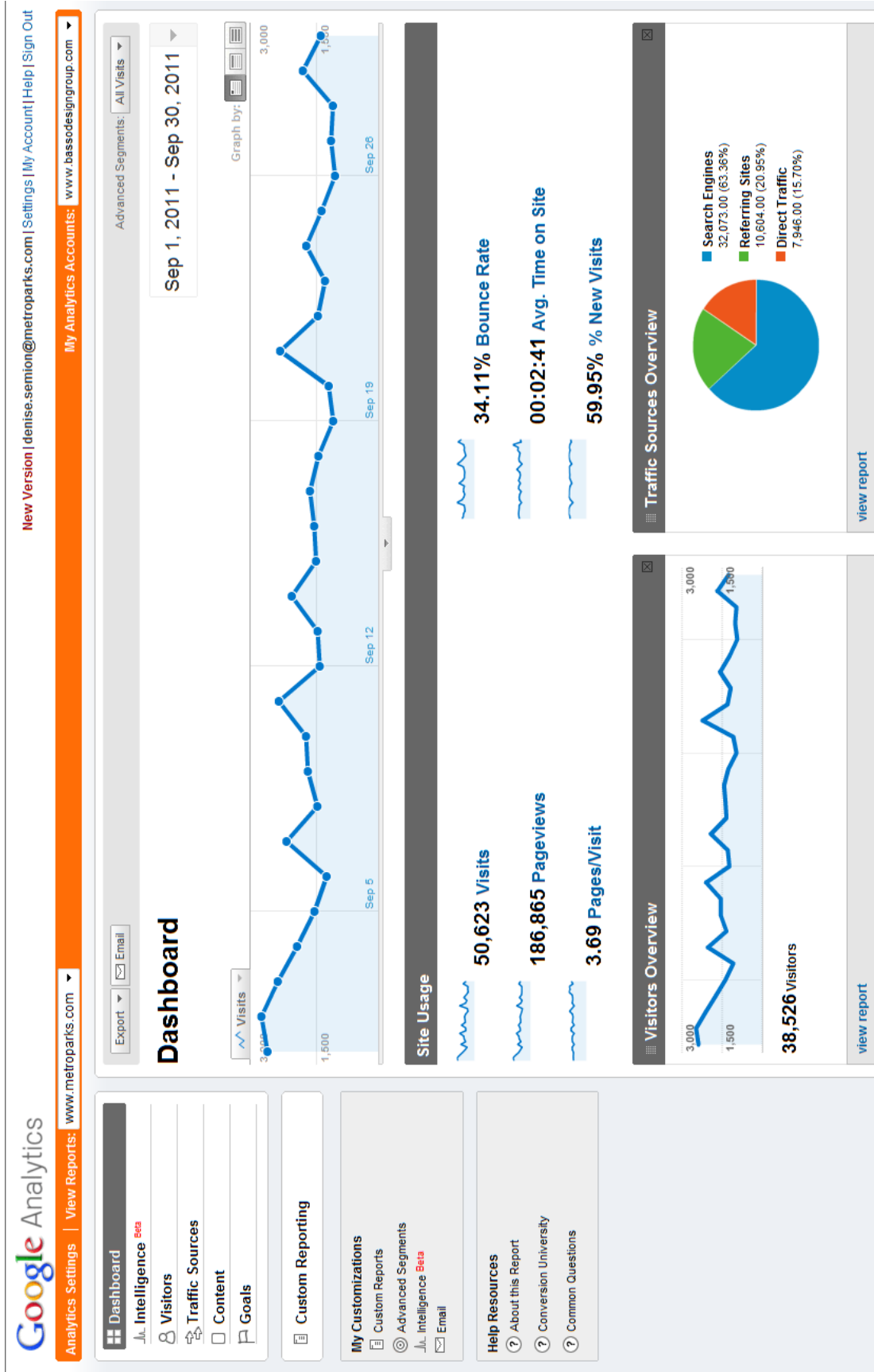
- The majority of September was spent working on the 9/11 Michigan Remembers Tribute at Metro Beach and Lake Erie. Details were finalized with the parks, our promotional partner, CBS Radio, military personnel, first responders and other activity providers for the event. Seven of the Metroparks also posted monster murals for the public to sign over the Labor Day weekend through Sept. 11. Banners are in the process of being distributed to local fire, police and military agencies. One banner has already been sent to U.S. Troops in Afghanistan.
- Met with event promoter, FunFest Productions, at Lake Erie to discuss concerts and boating events held at the Metroparks.
- Contacted more companies to promote annual permit purchases at the corporate discount rate.
- Met with a producer from WDIV to discuss possible partnerships with the Metroparks.
- Began discussions with Beaumont hospital regarding a health-focused event(s) in the Metroparks.
- Working on the 200th anniversary of the War of 1812 and Navy Week 2012 for Sept. 5-12, 2012 event schedule for Lake Erie and Metro Beach.
- Met with Interpretive Services and our partners to discuss opportunities with Radio Disney to promote No Child Left Inside.
- Met with the Michigan Golf Show promoter to discuss partnerships for promoting Metroparks golf courses and tying in the Beat Frank Beckmann idea for the Spring Golf show.
- Met with Forgotten Harvest and AO staff to discuss the idea to use some of the Metroparks land to help educate the community about farming and giving back to the community by planting and harvesting food that Forgotten Harvest can use.

###

September 2011 Marketing Report

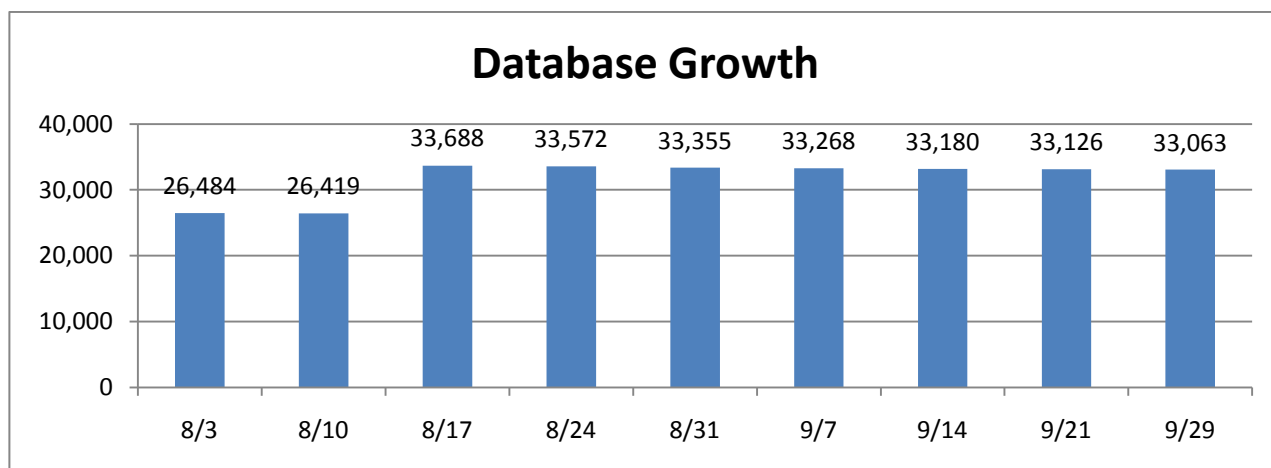
Activity Type	Activity	Park (8XX)	Total
Advertising	Living Social Deal: \$10 for a family of four wagon ride to the pumpkin patch at Wolcott Mill Farm Center. 149 deals purchased.	Wolcott Mill	
	Our email marketing campaign offered 18 holes for \$20 to our email subscribers, our first effort in selling our own half-off deals through our email database.	Hudson Mills Wolcott Mill	
	Fireworks ad (June)	Kensington	331.50
Advertising Total			331.50
Interpretive	Interpretive staff presented a hands-on macro-invertebrate and water quality program 'Would You Drink That Water?' to 140 people during the Rouge River Watershed Festival at Cranbrook Science Center	Indian Springs	
	MLC staff presented 58 programs to over 1400 people during the Rouge River Watershed Festival at Cranbrook Science Center.	Kensington	
	Interpretive staff presented a wild turkey program to 51 people on Jakes Day at the Conservation Club in Hamburg.	Hudson Mills	
	Interpretive staff presented to 38 people at the Mount Clemens Rotary Club on 'No Child Left Inside' initiatives, partnering with the County Health Dept. for 'Get Out and Play' event and grants to improve the marsh.	Metro Beach	
Interpretive Total			
Miscellaneous	Photography	AO	275.00
	Fall Newsletter	AO	4,297.35
	Press release reading service	AO	260.00
	Email & Social Media Marketing	AO	6,200.00
	Eblast list 351 new contacts added. Total of 40550 on list.	AO	
	Photography services	AO	2,145.00
	Website development of online store voucher sales	AO	1,250.00
	postage for email sign up cards	AO	500.00
Miscellaneous Total			14,927.35
News Release	Save gas, see autumn colors at Huron-Clinton Metroparks	All parks	
	Doggie Day at the Pool	Lake Erie	
	Fun on \$20 this Labor Day Weekend	All parks	
	Hawkfest to take flight at Lake Erie Metropark	Lake Erie	
	Stars to Shine at Kensington Metropark	Kensington	
	Fall for Hayrides at your Huron-Clinton Metroparks	Kensington Oakwoods Stony Creek Wolcott Mill	
	Fall "fore" great rates at Huron-Clinton Metroparks courses	All parks	
	Enjoy Special Rates as Kensington Metropark Golf Course Celebrates Golden Anniversary	Kensington	
	Michigan Remembers' 9/11 tribute event and sky lantern lighting ceremony	Lake Erie Metro Beach	
	Banners at Metroparks offer opportunities to remember 9/11 victims	All parks	
	Michigan Boating and Outdoor Recreation Festival	Metro Beach	
	Tee up for Super Golf Day	All parks	
	Two weekends left for family-friendly rustic camping at Stony Creek	Stony Creek	
News Release Total			
news story	Ava, newborn calf featured on the front page of the Milford Times and on Hometownlife.com	Kensington	
	Metro Parent article on Astronomy at the Beach	Kensington	
	White Lake Patch story 'Celebrating the End of Summer with a Splash at Indian Springs'	Indian Springs	
	C & G story on 'Get Out and Play Day'	Metro Beach	
	Interpreter interviewed on 'Get Out and Play' event	Metro Beach	
	Eric Sharp, Detroit Free Press story on Lake Erie raptor migration	Lake Erie	
	Various articles on Boating and Outdoor Festival, 911 Tribute, etc.	Metro Beach	
	Oakland Press article on Rocky, Metroparks police horse	AO	
news story Total			
Online Store	Online store generated \$100 in sales, with 4 annual permits sold	AO	
Online Store Total			
Grand Total			15,258.85

Google Analytics for September

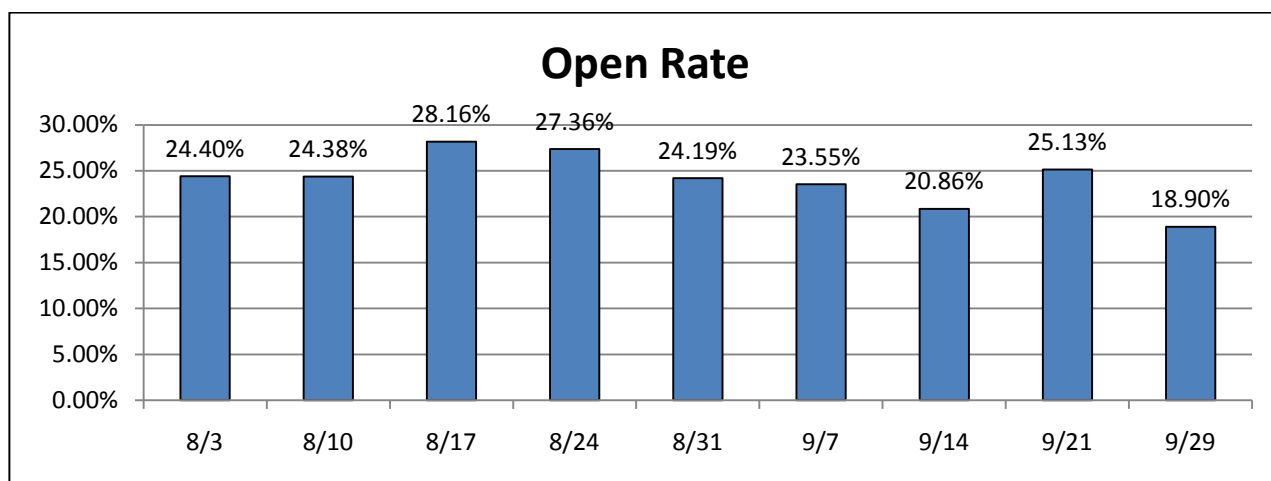


**Huron-Clinton Metroparks
September 2011 Email Marketing Report**

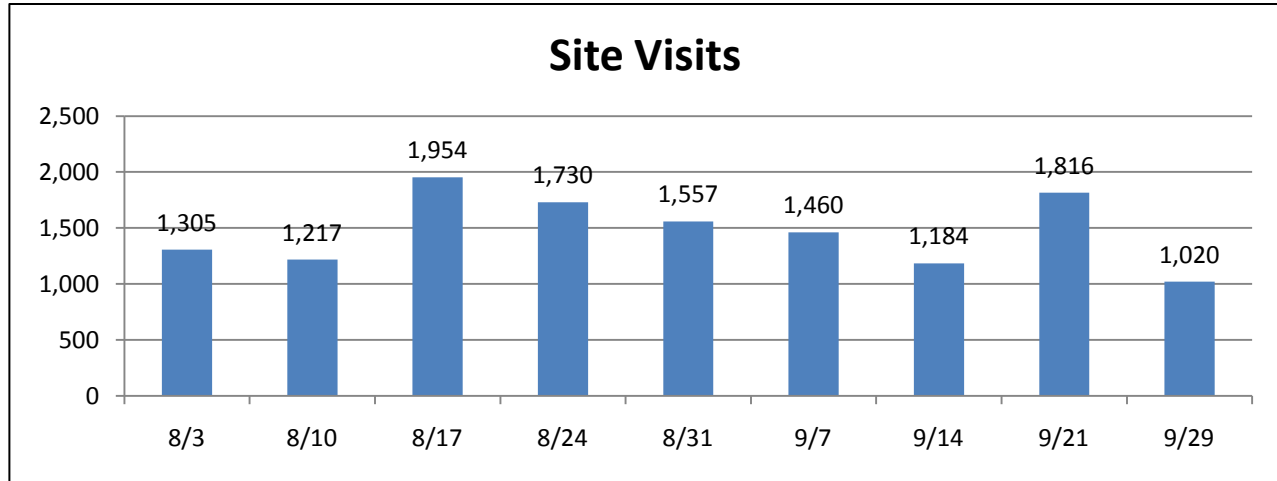
Send Date	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/29
Send Counts	26,484	26,419	33,688	33,572	33,355	33,268	33,180	33,126	33,063



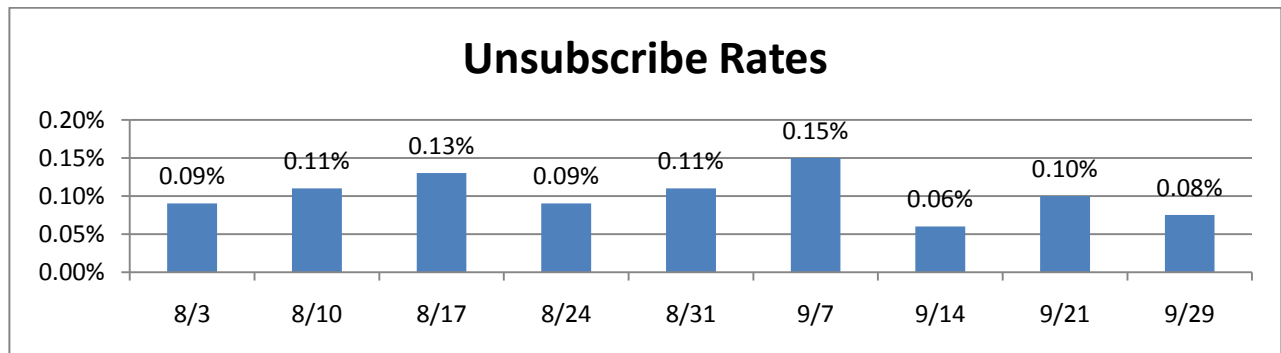
Send Date	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/29
Open Rate	24.40%	24.38%	28.16%	27.36%	24.19%	23.55%	20.86%	25.13%	18.90%



Send Date	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/29
Site Visits	1,305	1,217	1,954	1,730	1,557	1,460	1,184	1,816	1,020



Send Date	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/29
Unsubscribe Rates	0.09%	0.11%	0.13%	0.09%	0.11%	0.15%	0.06%	0.10%	0.08%



Most Clicked Articles by Mailing:

- 9/7 Campaign: Michigan Remembers 9/11 (<http://www.metroparks.com/content.aspx?ID=783>) – 554 Clicks
- 9/14 Campaign: Talon-ted Birds (<http://www.metroparks.com/content.aspx?ID=773>) – 305 Clicks
- 9/21 Campaign: Wagon Ride or Hayride? Try Both! (<http://www.metroparks.com/content.aspx?ID=791>) – 520 Clicks
- 9/29 Campaign: Halloween Events (<http://www.metroparks.com/content.aspx?ID=795>) – 204 Clicks

A/B Test Analysis:

The open rate was again the focus of this month's A/B test, conducted on Sept. 21. The test featured two similar subject lines that were worded differently:

<u>Subject Lines</u>	<u>Unique Open Rate</u>
<i>Your Metroparks are home to fantastic fall activities!</i>	20.7%
<i>Check out fantastic fall activities at your Metroparks!</i>	20.9%

The subject lines produced nearly identical results, though this mailing had the highest overall open rate in September (25.13%).

Given the positive results from the August subject line tests, we recommend a return to highlighting specific events in future subject lines.

Additional Recommendations:

We are seeing database attrition – send counts have been declining since early August. Please ensure that the new contacts are uploaded prior to every mailing – the elapsed time between opt-in and first contact is **critical to customer response and engagement**.

Fall activities (harvest, hayrides, apples, etc.) are continuing to be highly popular with your audience. Fall-related stories generated over 1,900 visits to Metroparks.com in September. Maximize this opportunity with additional Fall email features and blog posts through November.

Redesign and optimize the call-to-action email sign-up button on Metroparks.com to increase new email signups (Fluency can assist, as needed).

HURON-CLINTON METROPARKS MONTHLY STATISTICS

SEPTEMBER 2011

PARK	MONTHLY VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Metro Beach	38,113	40,874	-6.8%
Wolcott Mill	3,515	3,764	-6.6%
Stony Creek	40,458	44,356	-8.8%
Indian Springs	8,797	10,101	-12.9%
Kensington	65,191	72,706	-10.3%
Huron Meadows	8,354	8,895	-6.1%
Hudson Mills	23,321	25,395	-8.2%
Lower Huron	24,377	24,543	-0.7%
Willow	17,977	22,212	-19.1%
Oakwoods	3,080	3,452	-10.8%
Lake Erie	17,028	19,265	-11.6%
Monthly TOTALS	250,211	275,563	-9.2%

MONTHLY TOLL REVENUE		
Current Year	Previous Year	Change
\$ 48,330	\$ 51,240	-5.7%
\$ -	\$ -	-
\$ 54,908	\$ 63,137	-13.0%
\$ 8,036	\$ 10,161	-20.9%
\$ 61,267	\$ 66,566	-8.0%
\$ 4,031	\$ 1,515	166.1%
\$ 17,606	\$ 22,233	-20.8%
\$ 20,125	\$ 17,494	15.0%
\$ 19,910	\$ 27,285	-27.0%
\$ 885	\$ 1,315	-32.7%
\$ 17,523	\$ 17,314	1.2%
\$ 252,621	\$ 278,260	-9.2%

MONTHLY TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 91,804	\$ 135,088	-32.0%
\$ 57,351	\$ 48,171	19.1%
\$ 153,208	\$ 163,848	-6.5%
\$ 69,686	\$ 85,700	-18.7%
\$ 182,431	\$ 193,424	-5.7%
\$ 75,217	\$ 82,105	-8.4%
\$ 66,353	\$ 76,825	-13.6%
\$ 74,335	\$ 43,755	69.9%
\$ 59,818	\$ 111,740	-46.5%
\$ 2,739	\$ 3,050	-10.2%
\$ 112,186	\$ 109,052	2.9%
\$ 945,128	\$ 1,052,758	-10.2%

PARK	Y-T-D VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Metro Beach	351,167	400,147	-12.2%
Wolcott Mill	25,406	25,663	-1.0%
Stony Creek	414,661	448,040	-7.5%
Indian Springs	77,571	88,179	-12.0%
Kensington	599,688	655,171	-8.5%
Huron Meadows	70,803	72,924	-2.9%
Hudson Mills	185,331	204,726	-9.5%
Lower Huron	262,047	306,388	-14.5%
Willow	142,500	175,983	-19.0%
Oakwoods	26,666	31,803	-16.2%
Lake Erie	166,325	182,893	-9.1%
Y-T-D TOTALS	2,322,165	2,591,917	-10.4%

Y-T-D TOLL REVENUE		
Current Year	Previous Year	Change
\$ 909,861	\$ 1,018,192	-10.6%
\$ 390	\$ 490	100%
\$ 1,221,842	\$ 1,252,757	-2.5%
\$ 169,774	\$ 199,869	-15.1%
\$ 1,218,759	\$ 1,297,185	-6.0%
\$ 36,515	\$ 29,335	24.5%
\$ 307,912	\$ 332,302	-7.3%
\$ 447,208	\$ 461,550	-3.1%
\$ 202,910	\$ 229,353	-11.5%
\$ 26,330	\$ 32,025	-17.8%
\$ 367,707	\$ 403,436	-8.9%
\$ 4,909,208	\$ 5,256,494	-6.6%

Y-T-D TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 1,525,579	\$ 1,633,855	-6.6%
\$ 385,947	\$ 411,056	-6.1%
\$ 2,265,337	\$ 2,290,530	-1.1%
\$ 693,861	\$ 773,608	-10.3%
\$ 2,451,883	\$ 2,606,894	-5.9%
\$ 670,850	\$ 716,682	-6.4%
\$ 795,430	\$ 873,484	-8.9%
\$ 1,514,260	\$ 1,461,302	3.6%
\$ 697,269	\$ 987,093	-29.4%
\$ 40,599	\$ 44,622	-9.0%
\$ 1,461,470	\$ 1,472,671	-0.8%
\$ 12,502,484	\$ 13,271,797	-5.8%

	Y-T-D Vehicle Entries by Management Unit		
Eastern District			
Metro Beach			
Stony Creek	791,234	873,850	-9.5%
Wolcott Mill			
Western District			
Kensington			
Indian Springs			
Hudson Mills	933,393	1,021,000	-8.6%
Huron Meadows			
Southern District			
Lower Huron			
Willow			
Oakwoods	597,538	697,067	-14.3%
Lake Erie			

Y-T-D Toll Revenue by Management Unit		
\$ 2,132,093	\$ 2,271,439	-6.1%
\$ 1,732,960	\$ 1,858,691	-6.8%
\$ 1,044,155	\$ 1,126,364	-7.3%

Y-T-D Total Revenue by Management Unit		
\$ 4,176,863	\$ 4,335,441	-3.7%
\$ 4,612,023	\$ 4,970,668	-7.2%
\$ 3,713,598	\$ 3,965,688	-6.4%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

SEPTEMBER 2011

ACTIVITY REPORT - GOLF

GOLF COURSE	MONTHLY ROUNDS		
	Current Year	Previous	Change
Wolcott Mill	2,188	2,493	-12.2%
Stony Creek	3,494	4,053	-13.8%
Indian Springs	2,776	3,067	-9.5%
Kensington	3,535	5,271	-32.9%
Huron Meadows	2,489	2,911	-14.5%
Hudson Mills	1,830	2,037	-10.2%
Willow	1,717	3,222	-46.7%
Lake Erie	1,998	2,641	-24.3%
Regulation Subtotal	20,027	25,695	-22.1%
MB Par 3	1,191	1,922	-38.0%
L. Huron Par 3	589	1,009	-41.6%
TOTALS	21,807	28,626	-23.8%

ROUNDS Y-T-D		
Current Year	Previous Year	Change
14,239	17,261	-17.5%
27,216	29,885	-8.9%
20,156	21,128	-4.6%
26,227	36,648	-28.4%
21,906	23,755	-7.8%
14,600	16,135	-9.5%
13,912	21,752	-36.0%
20,317	20,292	0.1%
158,573	186,856	-15.1%
11,606	15,282	-24.1%
5,480	7,786	-29.6%
175,659	209,924	-16.3%

GOLF REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ 280,773	\$ 340,451	-17.5%
\$ 649,634	\$ 704,765	-7.8%
\$ 454,715	\$ 498,532	-8.8%
\$ 579,616	\$ 696,961	-16.8%
\$ 526,417	\$ 578,722	-9.0%
\$ 302,891	\$ 344,083	-12.0%
\$ 273,406	\$ 501,247	-45.5%
\$ 432,295	\$ 435,600	-0.8%
\$ 3,499,747	\$ 4,100,361	-14.6%
\$ 59,522	\$ 76,761	-22.5%
\$ 27,734	\$ 40,105	-30.8%
\$ 3,587,003	\$ 4,217,227	-14.9%

ACTIVITY REPORT - INTERPRETIVE FACILITIES

FACILITY	MONTHLY PERSONS SERVED		
	Current Year	Previous	Change
Metro Beach	15,538	10,515	47.8%
Wolcott Mill	3,875	4,662	-16.9%
Wolcott Farm	11,745	12,940	-9.2%
Stony Creek	24,574	22,058	11.4%
Indian Springs EDC*	7,416	7,536	NA
Kensington NC	24,639	32,033	-23.1%
Kensington Farm	37,060	33,911	9.3%
Hudson Mills	4,126	4,088	0.9%
Oakwoods	12,673	13,463	-5.9%
LEMP Museum	10,735	15,092	-28.9%
Mobile Unit	1,865	2,115	-11.8%
TOTALS	154,246	173,388	-11.0%

Y-T-D PERSONS SERVED		
Current Year	Previous Year	Change
150,843	130,926	15.2%
27,152	26,333	3.1%
72,134	76,457	-5.7%
181,329	206,004	-12.0%
74,880	55,358	NA
235,388	261,615	-10.0%
296,449	305,918	-3.1%
36,069	35,849	0.6%
105,794	102,727	3.0%
116,589	124,940	-6.7%
21,463	21,685	-1.0%
1,318,090	1,461,552	-9.8%

REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ 10,495	\$ 9,957	5.4%
\$ 5,545	\$ 3,187	74.0%
\$ 69,339	\$ 41,550	66.9%
\$ 21,147	\$ 16,167	30.8%
\$ 22,521	\$ 13,324	NA
\$ 12,236	\$ 12,030	1.7%
\$ 60,122	\$ 52,663	14.2%
\$ 10,865	\$ 6,437	68.8%
\$ 13,953	\$ 11,687	19.4%
\$ 6,027	\$ 6,174	-2.4%
\$ 11,133	\$ 8,998	23.7%
\$ 243,383	\$ 193,049	26.1%

* Combined Indian Springs Nature Center and Environmental Discovery Center Statistics

ACTIVITY REPORT - FINAL SUMMER ACTIVITIES

SWIMMING	PATRONS		
	Current Year	Previous	Change
Metro Beach	2,097	957	119.1%
KMP Splash-Blast	2,646	970	172.8%
Lower Huron	6,115	1,845	231.4%
Willow	403	99	307.1%
Lake Erie	1,730	603	186.9%
TOTALS	12,991	4,474	190.4%

PATRONS Y-T-D		
Current Year	Previous Year	Change
62,155	59,799	3.9%
61,547	60,195	2.2%
122,157	110,773	10.3%
24,072	21,357	12.7%
44,330	47,712	-7.1%
314,261	299,836	4.8%

REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ 183,217	\$ 178,379	2.7%
\$ 204,904	\$ 199,883	2.5%
\$ 810,594	\$ 740,935	9.4%
\$ 81,525	\$ 77,552	5.1%
\$ 260,582	\$ 234,301	11.2%
\$ 1,540,822	\$ 1,431,050	7.7%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

SEPTEMBER 2011

PARK	Winter Sports this Month		
	Current Year	Previous Year	Change
Metro Beach			
XC Skiers	0	0	-
Ice Skaters	0	0	-
Ice Fishermen	0	0	-
Stony Creek			
XC Skiers	0	0	-
Ice Skaters	0	0	-
Sledders	0	0	-
Ice Fishermen	0	0	-
Indian Springs			
XC Skiers	0	0	-
Sledders	0	0	-
Kensington			
XC Skiers	0	0	-
Ice Skaters	0	0	-
Sledders	0	0	-
Ice Fishermen	0	0	-
Huron Meadows			
XC Skiers	0	0	-
Ice Fishermen	0	0	-
Hudson Mills			
XC Skiers	0	0	-
Lower Huron			
Ice Skaters	0	0	-
Willow			
XC Skiers	0	0	-
Ice Fishing	0	0	-
Sledders	0	0	-
Lake Erie			
XC Skiers	0	0	-
Sledders	0	0	-
Ice Fishermen	415	429	(14.00)
	Totals by Activity		
	Current Year	Previous Year	Change
XC Skiers	0	0	-
Ice Skaters	0	0	-
Sledders	0	0	-
Ice Fishermen	415	429	(14.00)

Winter Sports Y-T-D		
Current Year	Previous Year	Change
199	62	+ 137
563	767	(204.00)
8,295	6,739	+ 1556
5,800	5,000	+ 800
1,227	1,157	+ 70
5,605	5,142	+ 463
1,737	1,779	(42.00)
519	126	+ 393
0	0	-
2,222	2,337	(115.00)
1,700	2,613	(913.00)
14,120	10,628	+ 3492
554	1,167	(613.00)
4,440	3,307	+ 1133
254	419	(165.00)
2,955	2,205	+ 750
1,067	741	+ 326
684	756	(72.00)
162	NA	0
2,919	6,778	(3859.00)
22	26	-4
91	134	-43
5,402	7,276	-1,874
Totals by Activity Y-T-D		
Current Year	Previous Year	Change
16,841	13,819	+ 3022
4,557	5,278	(721.00)
22,735	22,682	+ 53
16,242	17,380	(1138.00)

2010-11 Winter Season To Date (Nov-Present)		
Current Year	Previous Year	Change
282	246	+ 36
1,458	1,663	(205.00)
16,196	15,239	+ 957
12,090	9,080	+ 3010
2,384	1,229	+ 1155
12,007	10,780	+ 1227
3,848	2,628	+ 1220
673	794	(121.00)
1,105	1,355	(250.00)
5,245	3,605	+ 1640
5,128	2,821	+ 2307
29,780	13,274	+ 16506
1,757	1,419	+ 338
8,317	4,977	+ 3340
720	795	(75.00)
5,425	4,420	+ 1005
2,284	1,601	+ 683
1,493	1,644	(151.00)
515	NA	0
10,359	9,192	+ 1167
56	81	-25
245	239	6
6,812	8,706	-1,894
Totals by Activity 2008-09 Season		
Current Year	Previous Year	Change
33,581	24,847	+ 8734
11,254	7,314	+ 3940
53,496	34,840	+ 18656
29,333	28,787	+ 546

HURON-CLINTON METROPARKS MONTHLY STATISTICS

SEPTEMBER 2011

PARK	Seasonal Activities this Month		
	Current Year	Previous Year	Change
Metro Beach			
Welsh Center	11	14	(3)
Picnic Reservations	64	65	(1)
Boat Launches	662	663	(1)
Marina	649	601	+ 48
Mini-Golf	1,030	1,257	(227)
Stony Creek			
Disc Golf ¹	NA	NA	NA
Picnic Reservations	7	6	+ 1
Boat Rental	714	661	+ 53
Boat Launches	211	267	(56)
Indian Springs			
Picnic Reservations	0	1	(1)
EDC Event Room	2	3	(1)
Kensington			
Disc Golf Daily	2,042	2,593	(551)
Disc Golf Annual	0	0	-
Disc Golf Fees			
Picnic Reservations	15	5	+ 10
Boat Rental	916	646	+ 270
Huron Meadows			
Picnic Reservations	0	0	-
Boat Rental	41	41	0
Hudson Mills			
Disc Golf Daily	1,055	1,576	(521)
Disc Golf Annual	0	0	-
Disc Golf Fees			
Picnic Reservations	4	2	+ 2
Canoe Rental ³	599	634	(35)
Lower Huron / Willow / Oakwoods			
Picnic Reservations	2	4	(2)
Lake Erie			
Picnic Reservations	1	2	
Boat Launches	1,181	1,229	(48)
Marina	NA	NA	NA

Seasonal Activities Y-T-D		
Current Year	Previous Year	Change
80	112	(32)
529	531	(2)
5,997	8,004	(2,007)
3,543	4,202	(659)
13,447	14,940	(1,493)
NA	NA	NA
414	360	+ 54
16,883	17,001	(118)
2,142	2,803	(661)
52	58	(6)
21	37	(16)
22,756	25,883	(3,127)
110	123	(13)
429	402	+ 27
13,288	12,982	+ 306
28	35	(7)
340	449	(109)
13,603	17,383	(3,780)
165	205	(40)
141	164	(23)
5,004	5,435	(431)
330	346	(16)
98	106	
14,857	17,139	(2,282)
NA	NA	NA

Seasonal Revenue Y-T-D		
Current Year	Previous Year	Change
\$ 45,125	\$ 41,125	\$4,000
\$ 56,780	\$ 62,875	(\$6,095)
NA	NA	NA
\$ 49,258	\$ 72,620	(\$23,362)
\$ 33,782	\$ 37,017	(\$3,235)
\$ 43,459	\$ 47,589	
\$ 62,050	\$ 53,650	\$8,400
\$ 140,745	\$ 118,465	\$22,280
NA	NA	NA
\$ 7,800	\$ 8,700	(\$900)
\$ 32,496	\$ 36,982	(\$4,486)
\$ 45,512	\$ 51,766	(\$6,254)
\$ 5,443	\$ 11,537	(\$6,094)
\$ 50,955	\$ 63,303	(\$12,348)
\$ 64,350	\$ 60,495	\$3,855
\$ 150,831	\$ 118,648	\$32,183
\$ 4,200	\$ 5,250	(\$1,050)
\$ 6,099	\$ 5,122	\$977
\$ 27,206	\$ 34,766	(\$7,560)
\$ 6,480	\$ 7,178	(\$698)
\$ 33,686	\$ 41,944	(\$8,258)
\$ 24,789	\$ 27,548	(\$2,759)
\$ 19,271	\$ 24,704	(\$5,433)
\$ 49,600	\$ 51,850	(\$2,250)
\$ 15,250	\$ 15,750	(\$500)
NA	NA	NA
\$ 181,574	\$ 183,573	(\$1,999)

Note 1: Park staff can account for daily disc golf sales but total use cannot be accurately tracked because many golfers have an annual disc golf pass.

Note 2: Canoe rental revenue is the HCMA percentage of the concessionaire's total revenue.